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NEW YORK STATE EDUCATION BUILDING
Home of the New York State Library

The University of the State of New York

New York State Library

NINETY-SEVENTH ANNUAL REPORT

1914

TRANSMITTED TO THE LEGISLATURE MARCH 11, 1915

ALBANY

THE UNIVERSITY OF THE STATE OF NEW YORK

1916

THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of the University
With years when terms expire
(Revised to February 15, 1916)

1926 PLINY T. SEXTON LL.B. LL.D. *Chancellor* — — Palmyra

1927 ALBERT VANDER VEER M.D. M.A. Ph.D. LL.D.

Vice Chancellor Albany

1922 CHESTER S. LORD M.A. LL.D. — — — — — Brooklyn

1918 WILLIAM NOTTINGHAM M.A. Ph.D. LL.D. — — Syracuse

1921 FRANCIS M. CARPENTER — — — — — Mount Kisco

1923 ABRAHAM I. ELKUS LL.B. D.C.L. — — — — — New York

1924 ADELBERT MOOT LL.D. — — — — — Buffalo

1925 CHARLES B. ALEXANDER M.A. LL.B. LL.D.

Litt.D. — — — — — Tuxedo

1919 JOHN MOORE — — — — — Elmira

1928 WALTER GUEST KELLOGG B.A. — — — — — Ogdensburg

1917 WILLIAM BERRI — — — — — Brooklyn

1920 JAMES BYRNE B.A. LL.B. — — — — — New York

President of the University
and Commissioner of Education

JOHN H. FINLEY M.A. LL.D. L.H.D.

Deputy Commissioner and Assistant Commissioner for Elementary Education

THOMAS E. FINEGAN M.A. Pd.D. LL.D.

Assistant Commissioner for Higher Education

AUGUSTUS S. DOWNING M.A. L.H.D. LL.D.

Assistant Commissioner for Secondary Education

CHARLES F. WHELOCK B.S. LL.D.

Director of State Library

JAMES I. WYER, JR. M.L.S.

Director of Science and State Museum

JOHN M. CLARKE Ph.D. D.Sc. LL.D.

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Agricultural and Industrial Education, ARTHUR D. DEAN D.Sc.,

Director

Archives and History, JAMES A. HOLDEN B.A., *Director*

Attendance, JAMES D. SULLIVAN

Educational Extension, WILLIAM R. WATSON B.S.

Examinations, HARLAN H. HORNER M.A.

Inspections, FRANK H. WOOD M.A.

Law, FRANK B. GILBERT B.A.

Library School, FRANK K. WALTER M.A. M.L.S.

School Libraries, SHERMAN WILLIAMS Pd.D.

Statistics, HIRAM C. CASE

Visual Instruction, ALFRED W. ABRAMS Ph.B.

STATE OF NEW YORK

No. 56

IN SENATE

March 11, 1915

Ninety-seventh Annual Report

OF THE

New York State Library

Honorable Edward Schoeneck
President of the Senate
Senate Chamber, Albany, N. Y.

SIR: Pursuant to the provisions of section 1116, chapter 140, of the Laws of 1910, the ninety-seventh annual report of the State Library is herewith submitted to the Legislature.

Very respectfully yours

ST CLAIR MCKELWAY

Chancellor of the University

JOHN H. FINLEY

President of the University and Commissioner of Education

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NEW YORK STATE LIBRARY

LIBRARIANS SINCE THE ESTABLISHMENT OF THE LIBRARY

1818-24	John Cook
1824-30	Calvin Pepper
1830-40	James Maher
1840-43	Robert Brown
1843-44	William Cassidy
1844-48	John L. Tillinghast
1848-62	Alfred B. Street
1862-87	Henry A. Homes
1887-88	George R. Howell (acting)
1888-1905	Melvil Dewey
1906-8	Edwin H. Anderson
1908-	James I. Wyer, Jr

STAFF

Administration

James I. Wyer, Jr, *Director*
Walter S. Biscoe, *Senior librarian*
Florence Woodworth, *Director's assistant*

Sections

Law library, Frederick D. Colson
Medical library, Frances K. Ray
Reference section, Frank L. Tolman
Legislative reference section, John T. Fitzpatrick
Manuscripts section, Arnold J. F. van Laer
Order section, Elizabeth M. Smith
Catalog section, Walter S. Biscoe
Shelf section, Joseph Gavit
Book selection section, Mary E. Eastwood
Library for the blind, Mary C. Chamberlain

LIBRARY SCHOOL

Frank K. Walter, *Vice Director*

EDUCATION EXTENSION DIVISION

William R. Watson, *Chief*

SCHOOL LIBRARIES DIVISION

Sherman Williams, *Chief*

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- 2 Best Books of 1914 (Bibliography Bulletin 56)
- 3 Cataloging Rules, by Jennie D. Fellows (Library School Bulletin 36)
- 4 28th Annual Report of New York State Library School, 1914 (Library School Bulletin 37)

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APRIL 15, 1916

New York State Library

REPORT OF THE DIRECTOR

1914

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New York State Library

REPORT OF THE DIRECTOR 1914

To the Regents of the University and the Commissioner of Education of the State of New York:

I have the honor to submit the following report on the work of the New York State Library for the fiscal year ending September 30, 1914. This report also includes an account of the work of the Educational Extension and School Libraries Divisions and summarizes the work of the Library School, though the full report of the last is published separately as Library School bulletin 37.

All this work may properly be referred to under the general and inclusive term, "the State Library," not merely because these divisions either now are or at one time have all been administered as parts of the State Library, but for the more important and appropriate reason that their combined activities are intimately interrelated and form what is essentially one great work of library extension and service. Too many states have divided this work among two or three state departments or institutions with inevitable rivalry, duplication of work and cost, and loss of unity and efficiency. In New York, however, as in California, all the work for libraries done in the State's name is now collected and administered under one department and is carried on either in connection with or in close cooperation with the State Library.

Thus the State provides a great central reference and lending collection of books and an expert staff to administer it. It further provides for the founding and fostering of free public libraries and school libraries and for the supervision, inspection and official registration of those which maintain prescribed standards, and, finally, it provides (finding the educational analogy in normal schools) competent professional training for the librarians required to administer these libraries.

It is apparent at once that here is a thoroughly organized State library system, with provision for expert help in founding libraries legally and effectively; for giving them, through inspection and correspondence, such moderate money grants as are merited, and such aid in book selection and such counsel in administration as may be required; and for providing trained librarians to manage them and a

great central collection from which all registered libraries in the State may freely borrow the books not available locally.

The details through which all this work with and for libraries of New York State is carried out are set down in the following account of the work of the separate divisions.

STATISTICAL SUMMARY

An introductory statistical statement of some of the most important facts relating to the State Library, public libraries, school libraries, and the Library School may serve to bring out more sharply the nature and magnitude of the different lines of work. Fuller details are given on later pages.

Bound volumes, Sept. 30, 1914

General library	a305 052
Library for the blind.....	4 265
Traveling libraries	74 221

Total	a383 538
-------------	----------

Bound volumes, by sources, Sept. 30, 1914

Total volumes Oct. 1, 1913.....	a335 000
Additions by purchase in 1914.....	41 381
Additions by gift in 1914.....	b7 502

Total	a383 883
-------------	----------

Volumes lost or withdrawn in 1914.....	345
--	-----

Net total	a383 538
-----------------	----------

Pamphlets	a150 000
-----------------	----------

Volumes bound in 1914.....	15 130
----------------------------	--------

Received by gift or on exchange account in

1914

Bound volumes	10 287
Pamphlets	73 683
Mss, maps, charts, photographs etc....	2 762

Total	86 732
-------------	--------

a Estimated.

b Includes 1327 volumes returned to the Educational Extension Division after the fire.

Serials and annuals received regularly in

1914

Educational institutions	5 755
Others	8 526

Total	14 281
Institutions on exchange mailing lists Sept. 30, 1914.	1 319
State publications sent out on exchange account in 1914	40 396

Circulation in 1914

General library	24 327
Library for the blind.....	6 541
Traveling libraries	55 753

Total	86 621
Traveling libraries sent out in 1914.....	1 388

Library School: number of students in

1914

Regular course	51
Partial work	8
Summer session	27

Total	86
-------------	----

Employees on staff in 1914

State Library	83
Library School	5
Educational Extension	17
School Libraries	3
Bindery (in the Library building).....	16
Temporarily employed in repairing manuscripts etc.....	15

Total	139
-------------	-----

Appropriations for 1914 (including special

book appropriation)	\$496 462 21
---------------------------	--------------

Expenditures in 1914

Salaries (State Library, Library School, Educational Extension and School Libraries)	\$104 681 20
--	--------------

Books, serials and binding (State Library, Library School and Educational Extension)	190 922 07
--	------------

Grants to free public libraries and for their benefit	\$34 516 13
Grants to school libraries.....	97 023 04
Total	\$427 142 44
Public libraries in New York State, 1914	
Chartered or registered libraries.....	542
Libraries reporting	576
Volumes in all libraries reporting.....	9 873 962
<i>a</i> Free lending libraries reporting.....	493
<i>a</i> Volumes in free libraries reporting.....	5 074 650
<i>a</i> Circulation of free lending libraries reporting....	22 918 026
Libraries receiving public money from State.....	393
New or reconstructed library buildings occupied.	17
Personal visits to libraries.....	172
<i>b</i> School libraries in New York State, 1914	
School districts, not including cities.....	10 421
<i>b</i> School libraries in New York State.....	10 186
<i>c</i> School districts without libraries.....	225
<i>b</i> School libraries which have 1-49 volumes.....	641
" 50-99 " 	2 479
" 100-199 " 	4 825
" 200-499 " 	1 598
" 500-999 " 	317
" 1000- " 	326

STATE LIBRARY

The year covered by this report includes the first full year of completely resumed service to the public in all departments of the Library. It was inevitable that a complete cessation of all public work due to the fire of March 1911 should break certain well-established lines of service in ways which would show in a lessened activity upon resumption in another building. The somewhat smaller way in which the public work of the Library started in the new quarters was due not only to this reason but also to the fact that no collection of books brought together within three years could possibly equal in effectiveness for reading and reference

^a Libraries of high schools and academies are not included.

^b Excluding school libraries in cities.

^c These districts "contract" instead of maintaining separate schools of their own.

service a collection built up as was the old library through nearly a century. Such few statistics as are kept indicate, however, that while the initial use of the new library in its new home was at first disappointingly small, yet the recovery has been rapid and is now of a volume and character far greater and more satisfactory than ever before.

ORDER SECTION

The order section has supervision of all printed accessions to the Library, whether by purchase, exchange or gift. It also has charge of the binding, of the duplicate collection, and of the distribution to other libraries and institutions of the publications of The University of the State of New York and of such other State publications as are assigned by law to the "Duplicate collection of the Regents."

Growth of the Library. On September 30, 1914 there were on the shelves of the State Library, the Educational Extension Division and the Library School, approximately 383,000 bound volumes outside the duplicate collection. Of these, 48,883 were accessioned during the year. The total of 383,000 includes 74,221 volumes of the Educational Extension Division, used primarily for traveling libraries, and 4265 books for the blind. Of the remainder only 160,490 are accessioned. No exact count has been made of the unaccessioned volumes, largely documents, which are not therefore represented in the table below.

Growth of the Library, March 29, 1911-September 30, 1914

	b TOTAL VOLUMES ACCESSIONED			
	Sept. 30, 1911	Sept. 30, 1912	Sept. 30, 1913	Sept. 30, 1914
a General library.....	21 124	62 343	127 420	160 490
Library for the blind.....	1 039	2 318	3 358	4 265
Traveling libraries.....	7 500	39 942	59 660	74 221
Total.....	29 663	104 603	190 438	238 976

a Including law and medical libraries and Library School collections.

b Deducting withdrawals.

The following table shows by sources the number of accessioned volumes received in the general library from March 29, 1911 to

September 30, 1914. Statistics of the library for the blind and of the Educational Extension Division are not included.

SOURCES	VOLUMES ACCESSIONED IN GENERAL LIBRARY			
	Mar. 29- Sept. 30, 1911	1912	1913	1914
By purchase.....	3 323	24 746	50 973	27 727
By gift or exchange.....	12 914	12 322	12 544	5 624
From duplicate collection.....	859	1 144	1 447	a
Salvaged from fire.....	4 028	3 007	1 027	a
Total.....	21 124	41 219	65 991	33 351

a The accessions from these sources were so few that no separate record of them was kept.

No report since the fire has taken into consideration the pamphlet collection, now estimated at about 150,000 pieces. A few pamphlets, mainly biographical, have been combined into pamphlet volumes; but the bulk of those which have been handled at all has been fully classified and filed by subject in vertical filing cases in the stacks. This arrangement is not at present looked upon as more than temporary.

Purchases. The purchasing activity of the year is summarized in the table below. The expenditures of all sections are reported together.

Book funds and expenditures, October 1, 1913-September 30, 1914

Funds available Oct. 1, 1913

Regular book appropriation

Balance from annual budget for 1912-13..... \$225 67

Total annual budget for 1913-14..... 29 500 ..

Special appropriation (Laws of 1912, Chap. 521, for \$550,000)

Balance on hand Oct. 1, 1913..... 225 373 83

\$255 099 50

Amount expended

Regular appropriation..... \$3 814 50

Special appropriation

To cover bills and orders outstanding, Oct. 1, 1913.....

54 900 ..

Books supplied on orders Oct. 1, 1913-Sept. 30, 1914.....

102 348 03

Traveling expenses, and State Museum scientific collections Oct. 1, 1913-Sept. 30, 1914.....

29 859 54

\$190 922 07

Lapsed balances.....

4 95

\$190 927 02

Balance on hand Sept. 30, 1914		
Regular appropriation.....	\$25 906 22	
Special appropriation.....	38 266 26	
		\$64 172 48 .
Bills on hand Sept. 30, 1914.....	\$3 985 32	
Orders outstanding, Sept. 30, 1914.....	32 150 ..	
Orders outstanding, Sept. 30, 1914, State Museum scientific collections.....	a 28 000 ..	
		a64 135 32
Available for new purchases Sept. 30, 1914.....		<u><u>a \$37 16</u></u>

There have been spent for books, periodicals and binding during the past three years the following impressive sums, making an amount larger than has ever before been spent within a similar period by any library for books:

Year ending September 30, 1912	\$149 548 06
Year ending September 30, 1913	245 768 71
Year ending September 30, 1914	190 922 07
Bills and orders outstanding September 30, 1914.....	64 135 32 .
Total	<u>\$650 374 16</u>

Notwithstanding these heavy accessions by purchase and gift, the Library is still far smaller than the one which burned and is relatively even less effective for use, as there are thousands of titles of first importance which it has not yet been possible to buy. For the most advantageous bookbuying on the scale that will be necessary for some time before the collections shall even approximate the efficiency of the old library, there should be steadily available for some years a large sum of money to be used as exceptional opportunities occur.

The main effort of the year ending September 30, 1914 was directed toward purchasing important periodical sets, largely foreign, and the best complete library editions of standard English and American authors and of foreign authors in translation. The serial purchases included several government publications, of which the most notable was the set of Parliamentary Papers of Great Britain from 1896 through 1910. Fuller information of these purchases is given on page 46, in the report of the legislative reference section. The largest single purchase of the year was the Massachusetts Historical Society duplicate collection of early American newspapers.

Soon after the fire the Library dropped from its subscription list

^a In this statement no attempt is made to give the exact figures for the outstanding orders of the State Museum. The reported available balance of September 30, 1914 is therefore only approximate.

most publications (exclusive of serials) appearing in parts. Back files of a large number have now been purchased and the subscriptions renewed. The miscellaneous purchases, aside from current works, were based mainly on the checking of the following bibliographies: John Crerar Library, *List of Bibliographies of Special Subjects*; J. M. Robertson, *Courses of Study*; British Museum, *List of Books of Reference in the Reading-room, Subject Index 1906-10*; Carnegie Library, Pittsburgh, *Classified Catalog, Supplement, 1907-11*; Sonnenschein, *Best Books, 3d edition, v. 1-2, 1910-12*; A. L. A. Catalog, *Supplement, 1904-11*; *Readers' Guide to Periodical Literature, List of Books Indexed*; G. N. Wrong and others, *Annual Review of Historical Publications relating to Canada*; Smith, *Selected Bibliography, compiled for the American Statesmen Series*; U. S. Education Bureau, *Monthly Record of Current Educational Publications* and its predecessors the *Bibliography of Education, 1899-1906* (appearing annually in the Educational Review), and U. S. Education Bureau, *Bibliography of Education, 1907-11*.

Notable single purchases. Several rare Americana were added to the collection begun in the previous year. A list of the most notable of these and of other important purchases appears below.

Americana

Best. True discourse of the late voyages of discoverie . . . under the conduct of Martin Frobisher. Lond. 1578.

Bible. Holy Bible containing the Old and New Testaments . . . Phil. Aitken, 1782.

Frost, Mrs Josephine. Cemetery inscriptions and Quaker records. 14v.

Typewritten copies of original New York records, chiefly from Long Island.

Gospel order revived. N. Y. Bradford, 1700.

Historical portraits . . . for the most part from the collection of F. H. Meserve. N. Y. privately printed, 1913. 28v.

Hulbert. Crown collection of photographs of American maps. Ser. 1, v. 1, 1904- Cleveland, 1904-

Jesuit relations

1637 (Le Jeune) Rouen, Le Boulenger, 1638. 2v.

1639 (Le Jeune) Paris, Cramoisy, 1640

1640 (Vimont) Paris, Cramoisy, 1641

1640-41 (Vimont) Paris, Cramoisy, 1642

1642 (Vimont) Paris, Cramoisy, 1643

1642-43 (Vimont) Paris, Cramoisy, 1644

1645-46 (Lalemant) Paris, Cramoisy, 1647

1650-51 (Ragueneau) Paris, Cramoisy, 1652

Jesuit relations — (continued)

1661-62 (Lalemant) Paris, Cramoisy, 1663

1664-65 (Le Mercier) Paris, Cramoisy, 1666

Mercator. Atlas sive cosmographicae meditationes de fabrica mundi et fabricati figura. Amsterdam, 1613.**Minutes** of the trial and examination of certain persons in the province of New York charged with being engaged in a conspiracy against the authority of Congress and the liberties of America. Lond. 1776.**New Jersey. Council of proprietors of the eastern division.** Memorial of the Council. [N. Y.? 1753]**New York genealogical and biographical society.** Early New York church records; typewritten copies of original records, transcribed by the . . . society and edited by R. W. Vossburgh. 19v.

Brunswick. Gilead Evangelical Lutheran church

East Greenbush. Reformed Protestant Dutch church

Germantown. Christ's Evangelical Lutheran church

Ghent. Christ's Evangelical Lutheran church

Hillsdale. Reformed Dutch church

Livingston. St John's Evangelical Lutheran church

Minden. Lutheran St Paul's church

Palatine. Lutheran Trinity church of Stone Arabia

St Johnsville. Dutch Reformed St John's church

Schuylerville. Reformed Protestant Dutch church

West Sandlake. First Evangelical Lutheran church

Wynantskill. Reformed Protestant Dutch church

Pennsylvania packet, Jan. 2-Dec. 1, 1781. Phil. 1781.**Protestant Episcopal church in the United States. Book of common prayer.** Book of common prayer in English and Mohawk. Lond. 1787.**Serious address** to the inhabitants of the colony of New York, containing a full and minute survey of the Boston-Port act. N. Y. 1774.**Waldseemüller.** Cosmographie introductio . . . apud Argentoratos. n. d.**Art and architecture****Architektonisches skizzen-buch.** Berlin, 1851-86. 8v.**Blondel.** De la distribution des maisons de plaisance. Paris, 1737-38. 2v.**Cahier & Martin.** Mélanges d'archéologie, d'histoire et de littérature. Paris, 1847-56. 4v.

— Suite aux Mélanges d'archéologie. Paris, 1868. 2v.

— Nouveaux mélanges d'archéologie, d'histoire et de littérature sur le moyen âge. Paris, 1873-77. 4v.

Campbell. Vitruvius britannicus. Lond. 1715-71. 5v.**Croquis d'architecture** publié par une société d'architects. Paris, 1866-98. 25v.**Encyclopédie d'architecture.** Paris, 1851-92. 32v.

- Ende.** Architektonische studien-blätter. Berlin, 1884-93. 4v.
Fritsch. Denkmäler deutscher renaissance. Berlin, 1891. 4v.
Garnier. Le nouvel Opéra de Paris. Paris, 1878-81. Text, 2v. and plates, 3v.
Gazette des beaux-arts, 1859-1912. Paris, 1859-1912.
Jones. Plans, elevations, sections and details of the Alhambra: from drawings . . . by Jules Goury and . . . Owen Jones. Lond. 1842-45. 2v.
Letarouilly. Edifices de Rome moderne. Paris, 1874. Text, 1v. and atlas, 3v.
Monumentos arquitectónicos de España. Madrid, 1859-[81]. 89 nos. in 8v.
Niccolini. Les case ed i monumenti di Pompei, disegnati e descritti. Napoli, 1854-96. 4v.
Ornamentale und kunstgewerbliche sammelcappe. Lpz. 1887-1906. 10v.
Palast-architektur von Ober-Italien und Toscana vom XIII. bis XVIII. jahrhundert. Berlin, 1886-1911. 5v.
Piranesi. Opera. Paris, 1743-1839. 25v.
Prisse d'Avennes. L'art arabe d'après les monuments du Kaire depuis le VII^e siècle jusqu'à la fin du XVIII^e. Paris, 1877. Text and atlas.
Revue générale de l'architecture et des travaux publics 1840-88. Paris, [1841-88]. v. 1-45
Salazaro. Studi sui monumenti della Italia meridionale dal IV^e al XIII^e secolo. Napoli, 1871-81. 3v.
Schulz. Denkmäler der kunst des mitttelalters in Unteritalien. Dresden, 1860. 4v. in 3, and atlas.
Suslov. Monuments de l'ancienne architecture russe. St Petersburg, 1895-1901. 7v.

Medicine

- Abderhalden.** Biochemisches handlexikon. Berlin, 1911-14. 8v.
Bryant & Buck. American practice of surgery. N. Y. 1907-11. 8v.
Kolle & Wasserman. Handbuch der pathogenen mikroorganismen. Jena, 1912-13. 8v.
Pflüger's Archiv für die gesammte physiologie, 1868-1911. Boni 1868-1911. v. 1-137, and index to v. 1-140.

Natural science

- Archiv für naturgeschichte,** 1835-1911. Berlin, 1835-1911. v. 1 77 and index to v. 1-60.
Audubon & Bachman. Quadrupeds of North America. N. 1849-54. 3v.
Castelnau. Expédition dans les parties centrales de l'Amérique Sud. Paris, 1850-59. 7 pts in 12v.

- Catesby.** Natural history of Carolina, Florida and the Bahama Islands. Lond. 1754. 2v.
- Hedin.** Scientific results of a journey in Central Asia, 1899-1902. Stockholm, 1904-07. 6v. and atlas.
- Paleontographica**, 1851-1913. Stuttgart, 1851-1913. v. 1-60.
- Vogt & Hofer.** Die süßwasserfische von Mittel-Europa. Lpz. 1909. Text and atlas.
- Zeitschrift für wissenschaftliche zoologie**, 1848-1912. Lpz. 1848-1912. v. 1-100.
- With registers and supplements.
- Zoologische jahrbücher**, 1886-1914. Jena, 1886-1914. 88v.

Physics and chemistry

- Annalen der physik**, 1799-1910. Lpz. 1799-1910. v. 1-137, also Beiblätter, Ergänzungsbände and Jubelband.
- Annales de chimie et de physique**, 1788-1911. Paris 1789-1911. 382v.
- Beilstein.** Handbuch der organischen chemie. Berlin, 1893-99. 4v. — Ergänzungsbände. Hamburg, 1901-06. 5v.
- Journal für praktische chemie**, 1834-1910. Lpz. 1834-1910. v. 1-190.

Miscellaneous

- Biblioteca de autores españoles.** Madrid, 1849-80. 71v.
- Claudin.** Histoire de l'imprimerie en France au XV^e et au XVI^e siècle. Paris, 1900-04. v. 1-3.
- Deutsche national-literatur**; ed. by Kürschner. Berlin, 1882-89. 164v. in 220.
- Dibdin.** Bibliographical Decameron. Lond. 1817. 3v.
- Jahrbücher für nationalökonomie und statistik**, 1863-1910. Jena. 1863-1910.
- Maitland club.** Publications, 1828-54. no. 1-74.
- Rome. R. Accademia dei Lincei.** Atti. Series I-V, 1847-1905. 142v. in 147.
- Wassenaer.** Historisch verhael . . . 1621 tot 1632. Amsterdam, 1622-35. 21v. in 6.

Gifts. A summary of gifts to the Library since the fire is given below. For purposes of statistics no distinction is made between gifts and exchanges. Under the heading Pamphlets are included annual reports and all other unbound volumes not classed as serials. The material noted under the heading Miscellaneous consists almost entirely of library blanks and forms donated to form a reference collection for the Library School.

Gifts, March 29, 1911-September 30, 1914

	MAR. 29- SEPT. 30, 1911	1912	1913	1914
Volumes.....	9 442	a 52 352	19 005	10 287
Pamphlets.....	21 548	92 263	62 582	73 683
Miscellaneous.....	10 151	27 345	2 157	1 889
Manuscripts, maps, charts, photographs etc.....	73	1 276	797	873
Total.....	41 214	173 236	84 541	86 732

a Also 170 cases of books.

The figures give evidence of the continued interest on the part of individuals and of other libraries in rebuilding the State Library collection. It is difficult to select the few gifts which can be mentioned in the limited space of this report. Only those of a very special nature have been included.

The Doane Theological Library deserves first place. This collection of 5000 volumes, the professional library of the late Rt. Rev. William Crosswell Doane, was presented by his family as a memorial of his years of service on the Board of Regents of the University, for eleven years as Vice Chancellor and for three years as Chancellor. Brought together during a century by George Washington Doane, Bishop of New Jersey, and his son, William Crosswell Doane, Bishop of Albany, during the course of two long and distinguished lives spent in the ministry of the Protestant Episcopal church, it is a notable collection, specially rich in American church history, in the biography of eminent churchmen and in ecclesiastical architecture.

Next in importance stand the additions by gift to the newspaper collection. Through the interest and action of William Barnes, the Albany Evening Journal Company has deposited with the State Library 1500 bound volumes of New York City and Albany newspapers. The collection includes a complete file of the Albany Evening Journal from its beginning in 1830; a file which seems to be practically complete of the New York Daily Tribune from its beginning in 1841; a substantially complete file of the Albany Argus, with many odd volumes of other Albany and New York papers. This gift is particularly welcome because since the fire the Library had been unable to procure more than a very few scattering vol-

umes of any of the local newspapers. Partial sets of the *Journal* and *Argus* were also received from the offices of the county clerk and the county treasurer of Albany county.

The Library received very important additions to its bookplate collection in the gift of 769 bookplates from Miss Mary L. Sutliff, a graduate and former instructor in the Library School, and 532 bookplates from Mr Walter S. Biscoe of the Library staff. Mme Haffkin-Hamburger, lecturer on library economy at the Shaniawsky University of Moscow, contributed the exhibit of lantern slides which she had prepared for her lecture on Russian libraries given before the School and elsewhere during her visit here in 1914. Other important gifts of like nature were: from the library of Drexel Institute, 3349 pamphlets; from the Silas Bronson Library, 6 volumes and 687 pamphlets; from the Wisconsin Historical Society Library, 11 volumes and 1504 pamphlets; from Dr G. E. Wire of the Worcester County Law Library, 2 volumes and 774 pamphlets.

The collection of children's books, illustrating the history of children's literature, received additions by gift from the Mount Kisco Public Library, which donated the former library of the Presbyterian Sunday School of that place, from the Brooklyn Y. W. C. A. and from several interested friends. Other libraries in the State have continued the practice of transferring to the State Library their least used or duplicate material. The largest gifts of this class came from the library of the Albany Young Men's Association (1659 volumes) and the Albany High School (665 volumes, 1788 pamphlets, 50 maps).

Albany physicians who contributed to the medical collection were: Dr J. L. Appleton, Dr C. E. Davis, Dr J. M. Mosher, Dr C. F. Theisen, Dr James Vander Veer, Dr S. B. Ward. The Albany Medical College donated 666 volumes and 1844 pamphlets.

The daughters of the late General N. M. Curtis, whose rich collection on capital punishment was purchased during 1912, contributed to the Library's files of various publications, mainly of institutions and scientific bureaus, about 400 volumes and 1200 pamphlets; the Volta Bureau of Washington donated over 5000 reports and other publications relating to the education of the deaf; the Intercollegiate Bureau of Academic Costume continued its custom of turning over to the State Library its accumulations of student annuals and other publications (400 volumes and 1280 pamphlets); and Sampson and Murdock were as usual the source

of supply of the bulk of the collection of year-old directories. Local material on Albany was increased by the gift of a number of reports and other publications of the Albany Academy for Girls, received from Mrs Hugh H. DeyErmand, who is taking an active interest in making the file complete; and by a file of programs and other material relating to the Albany Musical Association, given by Mrs F. P. Gavit.

Exchanges. To the exchange mailing list new names (all but 11 of them United States institutions) have been added, making the present total 1319 as against 2398 in 1909, the latest year previous to the fire of which we have record. Of the total, 135 only are outside the United States, and 362 are registered libraries of New York State. This mailing list exists primarily for the distribution of publications of the University. The State Library is as yet only to a very limited extent a distributing agent for the documents of the State as a whole. By law it distributes on exchange account a certain number of copies of the Session Laws, Court Reports, the annual series of "Collected Documents" and many special documents like the Messages of the Governor, the Sulzer Impeachment Proceedings, etc. Similarly, it may distribute, to the number of 50 copies, the department edition of the various State department reports to the Legislature. Its reserve stock of State publications is described below under the heading "Duplicates."

On January 1st the work of distributing all documents except the Session Laws became definitely assigned to the order section, which has since made 215 sendings, totaling 7095 volumes. In this total the sendings of Department publications are not included because these are mailed from the Department stock room. A record compiled in June 1914 of all publications distributed by the order section or on its order (including the biweekly University bulletin) showed 40,396 volumes and pamphlets sent out during the year.

The policy has been consistently followed of limiting free distribution to institutions, of using the stock primarily for exchange purposes and of charging individuals, other than those to whom the Library or the State is under obligation, a nominal price for such publications as can be spared for private distribution.

Duplicates. With two men regularly assigned throughout the year to the arrangement and care of the duplicate collection, it was possible to make considerable progress toward getting it in order. The collected documents and Session Laws, totaling 100,000 volumes, were practically in place at the beginning of the year. The end of

the year found the arrangement of Education Department publications nearly completed, and work well under way on the 25,000 volumes of miscellaneous publications of other departments. Fifty copies of each Education Department publication of permanent value are regularly turned over to the State Library for preservation as a reserve stock, to be used solely for exchange purposes.

Other State departments are more and more looking to the State Library to take off their hands miscellaneous publications which have ceased to be of use to them, or those of their own publications for which the requests have become infrequent. In this way the Library has received during the year from the Department of Agriculture, the Attorney General, the Health Department and the Insurance Department between 2000 and 3000 volumes and pamphlets, some of which were needed for the Library's own shelves, but most of which were added to the collection of duplicates.

Serials and annuals. Under the term "serials" are included all annuals, biennials etc. received regularly through purchase, the term "annuals" being thus limited to annuals and less frequent publications received by gift or exchange. On the serials list there are now 3099 titles (excluding documents, which are checked by the legislative reference section) of which 44 were added during the year by gift or exchange and 195 by purchase. Of the total 3099, 1288 are received by gift or exchange and 1811 by purchase. There are now on the newspaper list 81 titles, including the following seven papers from without New York State: Boston Transcript, Chicago Tribune, Springfield Republican, Philadelphia Public Ledger, Christian Science Monitor, Washington Star and London Times. The Washington Star was added to the list particularly because of its interest in printing its edition on a good quality of paper suitable for permanent preservation.

On the annuals list, excluding documents and education annuals, there are 3746 titles, 394 more than were reported in 1913. The education annuals, including documents, now number 5755.

Binding. The following comparative table indicates briefly the character of the binding during the last two fiscal years. The figures include work done for the Educational Extension Division.

Binding, October 1, 1912-September 30, 1914

Including work done for Educational Extension Division.

MATERIAL	VOLUMES				COST			
	1913	a Per cent of total	1914	a Per cent of total	1913	a Per cent of total	1914	a Per cent of total
Half morocco.....	2 103	17	1 167	8	\$2 381 86	23	\$1 284 68	11
Buckram.....	4 212	34	6 014	42	3 845 02	37	5 358 98	44
Cloth.....	3 819	31	3 799	26	1 850 26	17	1 843 12	15
Half duck.....	2 226	18	3 513	24	2 362 72	23	3 634 68	30
Pamphlets.....	724	637	93 06	95 55
Total.....	13 084	15 130	\$10 532 92	\$12 217 01

a Excluding pamphlets.

From the table it appears that, excluding pamphlets, the average cost a volume is 83 $\frac{3}{4}$ cents as against 84 cents the previous year. The total spent on binding during 1914 is \$15,299.61. This includes, besides the \$12,217.01 for regular binding noted in the table above, \$429.81 for binding 412 volumes for the blind, \$482.54 for work for other divisions of the Department, \$1696.08 for lettering 56,536 lines of call numbers, etc., and \$474.17 for rebacking, resewing, and other special work.

CATALOG SECTION

How little permanent cataloging it is possible to do with the present staff, in the face of the large purchases of the past few years and of the large number of people constantly necessary for the care and administration of the various reading rooms, will be seen from the statement that while 33,351 volumes have been accessioned during the year, only 14,942 of them have been fully cataloged, making but 48,878 volumes so completed out of the 160,771 accessioned since the fire.

In order to make our large purchases available with any degree of promptness it has been necessary to classify most of the books very roughly and to catalog them only by authors, leaving the main part of the subject cataloging and analytic work for the future. This seriously hampers the reference use of the Library both by public and staff.

American local history. In view of the demand for American local history by readers of the Library, who perhaps make more use of the books in this subject than in any other, and also because of its somewhat chaotic condition while partly temporarily and

partly permanently cataloged, it has seemed best to make this the first section of the Library to receive special attention. The volumes which had been temporarily and imperfectly treated are being taken out and classified and cataloged permanently. In doing this, the history, anniversaries, registers and records of single churches and all books of collected "local" genealogy (that is, records of families who have lived in one town, county or village) are classified with the books on the history of the communities described and not, as before the fire, in distinct and widely separated groups.

Classification. During the year 12,260 volumes have been permanently classified and temporary numbers have been assigned to 8888, a total of 21,148 volumes. This does not include the classification of the many pamphlets and the minor material in the bibliography and library economy section nor the special work on the Doane and Levasseur collections.

Public catalog. The public catalog in room 229 for the use of the reference staff and readers has been growing rapidly, largely by the addition of the temporary author cards which are now nearly one-half the whole number. Practically no entries for books in the medical, law, or legislative reference libraries have as yet been included. On September 30, 1914, the catalog contained about 130,000 cards; about 6000 new guide cards had been introduced, making in all nearly 8000 guides. During the year the trays occupied were increased from 152 to 518.

Serial catalog. The whole time of one person is devoted to this catalog, the work including not only the preparation of new sheets but the addition to the old sheets of the new volumes received in sets already cataloged. This latter portion of the work is becoming each year more and more extensive as the size of the catalog increases. The same person also prepares the numerous reference cards for titles, changed names, editors etc. to be incorporated in the regular public catalog. The serial catalog is now kept in a vertical file in the public catalog room, no. 229, and contains about 2600 sheets, 9 by 11½ inches, as described in the Annual Report for 1911, page 42.

Special duplicate catalogs. The administration of a group of highly specialized collections in such magnificent distances as obtain in the new State Library quarters has abundantly justified the original plan for duplicating, in two or three cases, the cards in the general public catalog so that the persons in charge of certain special collections (sometimes on other floors) may have catalogs

of their books close at hand. Thus the duplicate catalog of genealogy and local history is kept in the alcove devoted to these subjects and already numbers 6000 cards, while the duplicate dictionary catalog for bibliography and library economy (already grown to 15,000 cards) is kept in the Library School study room, together with a separate classed catalog for subject bibliographies.

Temporary lists. For certain classes of material which the Library is continually receiving from many sources and which it is for the present more important to record than to catalog fully and in detail, temporary check lists are made which form the only record of the Library's holdings and which must serve indefinitely. Almanacs, directories and the thousands of periodical and serial titles which are not represented on the Library's current subscription lists are recorded in this way.

The directory list contains about 300 cards and the almanac list about 350. In addition to the latter list, which is arranged alphabetically by titles, there is kept in the order section room, no. 150, a checked copy of Morrison's Preliminary Check List of American Almanacs, 1639-1800, issued by the Library of Congress in 1907. This list is arranged alphabetically by states and under each state chronologically. In addition, as early almanacs are so often defective and it is desirable to know whether the Library copies are imperfect or complete, a third list, for American almanacs before 1801, has been started on catalog slips, giving an exact collation of each copy owned by the New York State Library. This list is not yet completed for the Library holdings, but contains about 300 cards. The temporary periodical and serial list on sheets contains about 3000 entries and probably receives more additions than either of the others.

Printed cards. There were received 9607 sets of Library of Congress printed catalog cards, at a cost of \$728.25, for the following sections:

	SETS	COST
General library.....	8 554	\$673 89 (average rate 7.8 cents)
Law library.....	160	14 91 " 9 "
Traveling libraries.....	893	39 45 " 4.4 "
Total.....	9 607	\$728 25 " 7.5 "

This makes 37,422 sets received for the various sections since the fire. Many of these have not yet been used, as the books to which they belong have not been cataloged. The supply stock of these cards is arranged alphabetically at the north end of the catalogers room, no. 142.

Shelflists. There were 14,942 volumes entered in the shelflist during the year, making a total of 48,878 volumes shelflisted since the fire, recorded on about 18,000 cards. The shelflist for directories and periodicals, with the shelflists for other special collections, contains about 2800 additional cards.

Card bibliographies. In 1914 the collection was increased by the following nine Library School graduation bibliographies:

Clark, Mabel. Ellen H. Richards. 200 cards

Prepared by request of Miss Isabel Ely Lord, director of household science and art department, Pratt Institute, Brooklyn, N. Y.

Clement, Edith M. Select list of books on business subjects. 150 cards

Portions of this list, selected by Mr Bartholomew, inspector of commercial schools, have been published by the School Libraries Division as the commercial subjects section of its Annotated Book List for Secondary School Libraries.

Cowley, Amy. Select bibliography of college and university libraries in the United States; supplementing New York State Library Bibliography bulletin 19, December 1899. About 800 cards

Erskind, Mary L. Vegetable gardening. 170 cards

Ingalls, Florence L. Select list of books on architecture, painting and sculpture in America. 570 cards

Prepared at the suggestion of the Educational Extension Division.

Jewett, Alice L. List of official publications of the State of New York, relating to the history of New York as Colony and State. 426 cards

Prepared at the request of the History Division of The University of the State of New York.

Sawyer, R. Alger, jr. Novels relating to the American revolution: a selected list. 400 cards

Schneider, Rebecca. Jewish life in American and English fiction: a reading list. 722 cards

Vaile, Lucretia. The battle of Plattsburg. 209 cards

A selected portion of this list is printed in the Centenary of the Battle of Plattsburg, Albany, 1914.

Universal catalog. The number of cards received for incorporation in the Universal catalog is as follows:

	CARDS
Library of Congress.....	32 981
John Crerar Library.....	About 7 000
Harvard College Library.....	7 040
University of Chicago Library.....	625
Total.....	47 646

To this must be added the extra copies of cards for books cataloged for the State Library, which will increase the number to considerably over 50,000. The number received from the Library of Congress is much smaller than usual. In past years it has generally been between 40,000 and 50,000.

The work of filing these cards into the Universal catalog has been pushed during the past year as much as possible. The supplementary file waiting to be placed in the catalog has been reduced to 32 trays, mainly cards in the letters F-M. This does not take into account the salvaged cards referred to below.

This catalog, which now fills 780 trays, is located at the south end of the catalogers room, no. 142. Many of the trays are already crowded and the catalog must soon be extended to give room for growth. The next block of catalog cases now contains 18 tiers of 15 trays each, or 270 trays; by spreading over this block provision will be made for six or eight years unless the growth increases materially.

The Universal catalog is continually growing in usefulness, as it furnishes the largest single list of American books in any part of the Library and is more up to date than any other single alphabet. Members of the staff from all parts of the Library come to it constantly for consultation and as each year it contains a larger portion of our holdings, its value and use will steadily increase.

Salvaged cards. The work of incorporating into the Universal catalog the cards saved from the old author catalog of the State Library has proceeded as rapidly as other work would allow. All of the letters A-C are now included and there remain about 64 full trays to be examined and filed. All the salvaged cards from the old author catalog which are not duplicates of cards already in the Universal catalog are to be incorporated.

Concilium Bibliographicum cards. Of the regular shipments there were received:

SUBJECT	PACKAGES	CARDS
Anatomy.....	3	2 144
Physiology.....	10	8 273
Zoology.....	22	18 284
Total.....	35	28 701

There were also received the back sets of the Anatomy and Physiology series from the beginning up to 1910. These include Anatomy (25 packages) 22,000 cards, and Physiology (34 packages) 29,743 cards.

The Anatomy cards are all placed in the public catalog room, no. 229, occupying the upper trays above the public catalog. The back series is fully arranged in classified order and fills 26 trays. Each of the years 1911, 1912, 1913 is in a separate classified order.

The Physiology cards are not yet finally located but will eventually follow the Anatomy cards. At present they are partly in trays in the north end of the catalogers room and partly in unopened packages on the fifth level of the stacks.

The Zoology cards for the back series have not yet been received. Those for the years 1911 to date are nearly all in unopened packages in the stacks, a few for the year 1911 are with the Physiology series in room 142.

A. L. A. periodical cards. There have been received 11 packages, no. 305-315, amounting to 2679 titles, or 13,395 cards.

Agricultural experiment station cards. One shipment of 1000 cards was received in 1914, making a total of 4000 cards received since 1911. The first 1000 have been arranged according to their printed classification and the remaining 3000 are still in the order of shipment. These cards are kept in trays in the north end of the catalogers room, no. 142.

Netherlands cards. The cards received from the Royal Library at the Hague during the year number 3576. The series is kept in trays at the north end of the catalogers room, no. 142. The earlier cards have been arranged in class order and fill 10 trays. The cards for 1913 have been arranged in a supplementary series but not yet filed with the earlier cards, while the 1914 cards are still in the order in which they were received.

SHELF SECTION

Stacks. Early in July the long delayed contract for the completion of the stacks in the two lower levels of room 31 and the top level of room 211 was let and work officially begun July 23d. The materials, however, did not begin to arrive until September 3d, so that the work can not be completed until some time in 1915. Already the growth of the general library and particularly of the law and government documents collections has been so rapid as to emphasize the need for this last part of the originally planned stack equipment.

Pamphlets. On June 9, 1914, the collection of classified pamphlets, previously in the care of the order section, was turned over to the shelf section and the greater part of the collection has now been transferred to steel vertical filing cases in the main stack room, thus locating on each stack level the pamphlets belonging to the subjects of the books on that level.

From the library point of view the cases provided (the cheapest type of steel "vertical vertical" file) are not entirely satisfactory. The drawers when full are very heavy and are not on ball or roller bearings; there are no guides supplied; many pamphlets are too large for the drawers; the constant shifting necessary to get space where needed is awkward; and the mechanical working of the drawers, while all that could be expected in that type of cases, is not easy, particularly for the women of the staff. The purchase and use of these cases is but another instance of the old truth that in equipment and supplies only the best should be bought.

Newspaper collection. Before the fire, the New York State Library had an unusual collection of early American newspapers, some of the unique riches of which Prof. Frank W. Scott reviews in regretful retrospect in the Nation for June 22, 1911. The merest casual fragment of this collection escaped—four unimportant volumes which had been loaned to the Snead Manufacturing Company to demonstrate a sample of roller shelving in the new building.

The plan for the new library embraces all American newspapers outside New York State, printed before 1830; all New York State newspapers before 1850; and a selection of New York daily and weekly newspapers since 1850, which shall be representative of all parts of the State and of its important cities.

Four years' work with this plan in mind have brought together about 2500 bound volumes and many thousand unbound single numbers, almost wholly of papers printed in New Hampshire, Massa-

chusetts and New York. Among these are about 40,000 different numbers of separate titles before 1830, for which a checklist has been made showing the Library holdings of each title for each year, number by number, with notes as to condition. Two other catalogs have been begun showing all holdings for specific place and year.

After 1830 the checklist shows holdings for each year (or month if less than a year). This later part of the collection already includes fairly complete runs of the New York Times, Herald, Sun, Tribune, and World, the London Times since 1866, and complete files of the Albany Argus since 1832, the Albany Evening Journal since its founding in 1830, and the Troy Times since its founding in 1851. The Library currently receives and binds 74 New York State newspapers (46 dailies and 28 weeklies), having at least one from nearly every county.

As shown by the list below, most of these are free copies sent by courtesy of the publishers, who are glad to have their papers on file in Albany, making new friends and available for old ones who are transient in the city. The publishers also appreciate the stamp of historical value placed on the paper by its being deemed worthy of preservation by the State and the advantage of having at least one file preserved under the best conditions of light, heat and accessibility.

New York State newspapers currently received

*Albany Argus	Cooperstown, Otsego Farmer
*Albany Evening Journal	Cortland Standard
*Albany, Knickerbocker Press	Delhi, Delaware Express
*Albany, Times-union	Elizabethtown Post
Albion, Orleans Republican	Elmira Star-gazette
Amsterdam Recorder	Fonda, Mohawk Valley Democrat
Auburn Citizen	Geneva Daily Times
Batavia Times	Glens Falls Daily Times
Belmont Dispatch	Gloversville, Morning Herald
Binghamton Press	Goshen, Independent Republican
Brooklyn Daily Eagle	Herkimer Citizen
Buffalo Evening News	Hornell, Evening Tribune Times
Buffalo Evening Times	Hudson Falls Herald
Buffalo Express	Hudson Republican
Canandaigua, Ontario County Journal	Jamestown Post
Carmel, Putnam County Courier	Kingston Daily Freeman
Catskill, Recorder	Lowville, Journal and Republican
Cohoes Republican	Lyons Republican
	Malone Farmer

* Purchased.

Middletown Times-press	Oswego Daily Times
Mineola, Nassau County Gazette	Owego Gazette
Monticello, Sullivan County Republican	Penn Yan, Yates County Chronicle
Mount Vernon, Daily Argus	Poughkeepsie Evening Star
*New York American	Riverhead, County Review
New York, City Record	Rochester, Democrat and Chronicle
*New York, Evening Post	Rochester Herald
*New York Herald	Rochester, Union and Advertiser
*New York Press	Rome Daily Sentinel
*New York, Sun	Salamanca, Cattaraugus Republican
*New York Times	Saratoga Springs, Saratogian
*New York Tribune	Schenectady Gazette
*New York, World	*Syracuse Herald
Newburgh News	*Syracuse, Post Standard
Niagara Falls Gazette	Troy Standard Press
Norwich, Chenango Telegraph	Troy Times
Ogdensburg, St Lawrence Republican	Utica Herald Dispatch
Oneonta Daily Star	Utica Observer
	Watertown Daily Times

From other localities only the following seven daily newspapers are received and bound: Christian Science Monitor, Boston Transcript, Chicago Tribune, London Times, Philadelphia Public Ledger, Springfield Republican, Washington Star.

The Library would bind more outstate papers if others could be had printed on rag paper of such quality as to insure reasonable permanence, but it seems an unwarranted charge to pay \$25 each year for buying and binding a daily paper printed on the grade of wood pulp paper commonly used. When the Library's collections were being established three years ago an effort was made to interest some 80 representative American daily papers in printing at least a few file copies for leading libraries on a good rag paper. The Brooklyn Eagle after doing this for about a year found the expense so heavy that it was obliged to discontinue the experiment. Many libraries would be willing to pay twice the usual subscription price for a copy on good paper.

The Library finds it exceptionally difficult to get local New York State weekly papers printed before 1850. It has been fortunate in establishing such collections for Lewis county, through the interest of Miss Minnie M. Hough of Lowville, representing the children of the late Franklin B. Hough; for Warren county, through the generosity of James A. Holden, State Historian, and H. MacKie Wing of Glens Falls; and for Ulster county, through the gift from

* Purchased



ROTUNDA LOOKING TOWARD READING ROOM
Showing position of mural paintings by Will H. Low

the Kingston City Library of bound files of Kingston and Rondout papers since 1835.

The Library bespeaks the interest and cooperation of local libraries, newspaper publishers and owners of even fragmentary sets of early State newspapers. It can now offer a safe place of deposit, intelligent care and the certainty that such papers will be made freely and permanently available for the use of scholarship and research.

A beginning has been made on a catalog of newspapers by date and place of publication. The shelf curator prepared and sent to the librarian of the American Antiquarian Society a detailed checklist of the State Library's holdings of American papers published before 1820. This list covered 60 pages, and was for use in the preparation of Mr Brigham's bibliography of American newspapers, showing the holdings of the principal American libraries.

Newspaper binding. Comparatively little progress has been made in binding and repairing newspaper volumes. Probably over 500 volumes need treatment, outside of those early ones for which special treatment is advisable, but it is doubtful if much can be done next year because of lack of funds. Several long sets should have careful collation before binding.

REFERENCE SECTION

Public use of the Library. The public use of the Library in all departments shows a very notable advance over that part of the preceding year in which the various reading rooms were open. This is undoubtedly due not only to the larger number of books, but also to the public knowledge (much slower in spreading than was expected) of the collections and facilities once more available.

Book service throughout the State has received a distinct impetus during the year by the extension of the parcel post to include books. This means that for from one-fourth to one-third the previous transportation cost books can now be sent to all parts of the State. As the University develops more and more its practical functions, as a real federation of all the institutions of learning and agencies for education and culture, bound together in a common service to the State, the Library's part in this service becomes more and more important. Experience alone can show how large a portion of the library resources it will be practical to keep mobile in a central library, subject to draft as needed anywhere in the State. Probably a much larger portion can be handled in this way than has in the

past been deemed possible. It is certain, however, that the present stock of books is entirely inadequate to such a service and will be so until continued and considerable appropriations are available. It is to be hoped that the Legislature may perceive the promise and possibilities of such statewide library service and supply the necessary books.

Loans. There were 24,327 books lent to 1894 registered borrowers, including 1081 State employees, 493 special borrowers and 320 institutions. No record is kept of books used in the reading rooms. (For table of loans by classes, see page 33.)

Periodical room. The Library receives currently 3180 different periodicals, of which 239 have been added during the past year. Many are shelved with the special collections of medicine, law, education etc. but about 1800 are arranged alphabetically in the steel files of this room. The current numbers of the most called for titles are to be found on the tables until a suitable rack is provided. The newspapers, numbering 81 dailies and weeklies, form part of the collection, and the bound volumes of back sets of nearly all periodicals indexed in the general indexes are available. The average daily number of readers is about 125.

Education collection. A comparison of the present condition of the education collection with that of a year ago shows some progress. Last year the education alcove contained the entire collection. Since then the shelves have been examined and the older and less important volumes transferred to the stack to make room for the best current publications. The checked, unbound educational annuals have also been sorted and arranged in the stack, but there still remains a mass of unchecked material, including many state and city educational publications in the documents section.

While we now have a good working collection, gaps still exist, especially in foreign publications and in periodical sets, where our holdings are very incomplete. The greater part of the present acquisitions have come by purchase, leaving much important material to be obtained by begging requests, including the publications of educational institutions.

During next year, it is intended to make all the present possessions available and to secure many additional publications. The collection contains few expensive books and in comparison with law, technology, medicine and history, its cost is far less than its maintenance.

The whole field of education is growing broader. New subjects are constantly being introduced into the curriculum and new features adopted. Every new branch or feature added is followed by

Loans by classes, October 1, 1913-September 30, 1914

	GENERAL WORKS	PHILO- SOPHY	RELIGION	SOCIAL SCIENCES	PHILO- OGY	SCIENCE	USEFUL ARTS	FINE ARTS	LITERA- TURE	HISTORY	TOTAL
1913											
October.....	97	39	38	475	12	54	254	91	343	254	1 657
November.....	133	26	48	425	10	55	247	76	410	239	1 669
December.....	157	46	35	603	8	74	278	62	436	232	1 931
1914											
January.....	143	34	19	657	9	56	387	91	554	350	2 300
February.....	116	42	33	1 085	17	56	374	105	423	313	2 564
March.....	207	44	38	1 183	3	95	396	118	461	392	2 937
April.....	241	29	41	654	15	63	259	124	519	346	2 291
May.....	157	52	36	715	8	59	263	102	481	253	2 126
June.....	149	28	32	400	8	56	213	84	551	226	1 747
July.....	178	42	22	357	9	36	212	81	622	210	1 769
August.....	108	26	12	289	10	42	220	47	500	252	1 506
September.....	139	35	40	428	10	60	320	76	487	235	1 830
Total.....	1 825	443	394	7 271	119	706	3 423	1 057	5 787	3 302	24 327

new publications. To keep pace with this advancement, the education section must correspondingly increase its scope.

Although it is impossible to keep any actual statistics of the use of the collection, observation shows a decided increase over last year. Requests through correspondence are not limited to New York State, but frequent letters, asking for educational information or reference lists, are received from other states and Canada. A special notice, calling attention to the resources of the collection, was printed in the April issue of the Journal of the New York State Teachers Association. To this method of publicity we partly attribute the increased circulation among the teachers and libraries of the State.

It is not our outside circulation alone that has increased, but requests from the officials of the Education Department are more frequent than ever.

American local history and genealogy. Besides many valuable printed volumes added to this collection, there have been accessions of volumes of source material, such as typewritten copies of Quaker records, cemetery inscriptions and old church registers. The church registers are treated more fully in the report on the manuscripts section, page 37. It is this material which can not be found elsewhere which is to attract the genealogical worker from near and far. There have also been extensive purchases of general volumes of English printed records which concern American families of English origin, publications of English historical and genealogical societies, complete sets of the publications of important parish register societies, and many volumes of visitations as well as the standard works on the baronetage and peerage.

Debate collection. An interesting line of work developing very rapidly is the debate service. Several copies of two or three dozen periodicals are regularly dissected and the clippings classified under nearly 500 topics. Extra copies of newspapers are similarly clipped. Constant vigilance discovers a wealth of pamphlet material, much of which can be had free and utilized in this way. As requests come in for material on specific topics these clippings and pamphlets can be made up into packages at once and sent out with a minimum of delay. The scope of the collection has been extended to include topics of very general interest yet which scarcely admit of argument, such as Pageants, Medical inspection of schools, War of 1914, etc. The Library is prepared to suggest debate topics to schools and clubs on request.

Applications for material are now received daily, but much more might be done were this service more generally known. The following is from a typical letter from the most northwestern county of the State. An English teacher in one of the large high schools writes: "I was very much interested in an article 'Notes from the State Library' in the Journal of the New York State Teachers Association, and am very sorry I have not known of this collection before." While one or two notices have been placed in periodicals, a direct announcement to schools and libraries seems inadvisable until the collection is larger and better organized.

Much better debate packages have been possible through the hearty cooperation of the legislative reference and traveling libraries and the assistance of the reference section, while an effort has been made to send from the debate magazines any clippings of interest to other parts of the Library.

Exhibits. In the spacious rotunda around which the five library reading rooms are grouped it was planned to provide ample, permanent accommodation for exhibits of books, manuscripts, prints and pictures. Despite the delay in providing suitable cases the Library has been unwilling wholly to forego such work and has, therefore, improvised equipment in which several interesting exhibits have been presented during the year.

In March 1914 a collection of rare and curious Bibles was shown, including the Eliot Indian Bible (the first Bible printed in America in any language) and the Caxton Memorial Bible printed in celebration of the 400th anniversary of the printing of the first book by William Caxton. This Bible was set up in type, printed and bound in 12 hours. Only 100 copies were printed, the one belonging to the State Library being number 92, presented by Chancellor John V. L. Pruyn in 1877. It was saved from the Capitol fire, having been protected by a heavy leather case. It has been rebound and given the accession number 1 as the foundation of the new library. Other notable items in the exhibit were the impressive Queen's Bible, from the library of the late Bishop Doane, a massive two volume work, each volume of which weighs 20 or 25 pounds, issued in 1862 by royal order, at a subscription price of \$250, only 170 copies having been printed; the first Bibles printed in the United States in English and in German; and 45 Bibles in 11 different Indian tongues of tribes formerly occupying what is now New York State.

Another exhibit illustrating the making of a book was based upon

a series of photographs loaned by Charles Scribner's Sons, supplemented by many of the Library's examples of the arts of book illustration and fine binding and by a representative collection of technical books on printing, binding, typography and processes of illustration.

At the centenary of the Battle of Plattsburg the Library brought together many important and contemporary manuscripts, broadsides, newspapers and rare books relating to the battle. It is hoped that the installation of the permanent exhibit equipment may soon permit more satisfactory work of this kind.

MANUSCRIPTS SECTION

Additions. The Library's collection of manuscripts is limited mainly to those relating to New York State. Others of wider interest and relation frequently come by gift, but those for which we initiate purchase or exchange must have a specific relation to the history of the Empire State.

The commodious and safe quarters afforded by the Education Building are attracting many manuscript records from private or institutional hands. A specially noteworthy addition during the year was the diary of a German officer who served in New York State with the Hessian troops during the Revolution, 1776-77. This diary begins in his home province in Germany and narrates circumstantially his journey to the seaboard, his embarkation, the tedious voyage to this country, and the events which impressed him as worthy of record during his service in the field.

By singular chance there recently came to the Library Sir William Howe's orderly book from January to June 1777, exactly filling one of the gaps in the series of Howe's orderly books printed in the Collections of the New York Historical Society for 1884. Evidently this volume was unknown at that time.

A considerable collection of papers of John Tayler, Lieutenant Governor and for a short time Governor of the State, reached the Library recently; also papers of Colonel Philip Skene; and various collections of papers relating to western New York, the Indians of our State, and the Shakers. Of even more timely interest this year were: the "Battle of Plattsburgh" broadside, published at Windsor, Vt. 1815; a manuscript map of the vicinity of Otter Creek, Vt.; and a collection of letters of Commodore Macdonough.

A collection of letters of Timothy Jenkins presented during the previous year has been arranged and bound. The writer of these

letters was born in Massachusetts in 1799 but early removed to Washington county, where he attended the academies at Salem and White Creek. Later he removed to Oneida county, and was admitted to the bar in 1824 or 1825. He was district attorney for Oneida county 1840-45, and State's attorney for the Oneida Indians for ten years, and a member of the 29th, 30th and 32d Congresses, 1845-49 and 1851-53. Though a Democrat he was a strong anti-slavery man and in 1856 joined the Fremont movement and was a delegate to the convention of 1856 which formed the Republican party in Philadelphia. Mr Jenkins was distinguished for his sound learning, acute penetration, forensic abilities, and was counted one of the ablest lawyers Oneida county ever produced. These letters come to us from his daughter, Mrs Jerome Hickox, and are all of a personal character, having been written to his wife and sons, Charles and Hiram, nearly all of them dating from the time when he was in Washington and giving an interesting picture of the times in which he lived.

Church records. Under the leadership of the New York Genealogical and Biographical Society, a cooperative scheme for reproducing early church records of the State was entered into and we have received well-executed and carefully edited typewritten copies of the early records of Dutch Reformed churches of Hillsdale, Columbia county; East Greenbush and Wynantskill, Rensselaer county; St Johnsville, Montgomery county; and Schuylerville, Saratoga county; and of Lutheran churches of Germantown, Livingston and Ghent, Columbia county; Brunswick and West Sandlake, Rensselaer county; and Minden, Montgomery county. From another source we have secured a similar typewritten copy of the Dutch Reformed church of Schodack, Rensselaer county. The original records of one of the churches named above, that of Germantown, were also deposited with us as a measure of preservation; and the records of the Lutheran church of Rhinebeck, not copied under this arrangement, are similarly deposited on the condition that we furnish the church with a copy. The peculiar value of such records lies not so much in their character as church history as from the fact that the vital statistics of the regions in which the churches were located are found only in the baptismal, death and marriage records kept by the ministers.

Transfers from other departments. The transfer of local records has been limited to certain records of the city and county of Albany. From the city we have received the very valuable set of 104 volumes of original minutes of the Common Council to 1902,

about 40 other volumes of records and 80 file boxes of papers filed with the Council. Most of these are earlier than 1830 and therefore of considerable historic value. The transfer from the county clerk's office includes 37 volumes of Albany county censuses, 1855-1905, and a very large body of papers filed in that office. As a whole it is of later date than the city records transferred.

Indian affairs. The publication during the year of David W. Parker's *Guide to the Materials for United States History in Canadian Archives* has revealed the existence in the Dominion archives and the Department of Indian affairs of records of Indian transactions that were generally assumed to have been lost at the time of the withdrawal of Sir John Johnson to Canada during the Revolution. These records, the papers of Col. Daniel Claus, and numerous individual items are of primary importance in connection with the study of our own Sir William Johnson manuscripts. Of the greatest value for New York history are: Minutes of the "Commissioners of the Indian affairs" at Albany, January 1723-July 1748, 2v.; "Indian records," minutes of Indian affairs under Sir William Johnson, May 1755-November 1768 (April 1759-January 1761 wanting), 5v.; minutes of Indian affairs under Guy Johnson, October 1774-March 1775, 1v.; minutes of Indian affairs, July 1779-April 1780, 1v.; schedule of propositions of the Indians and answers from the government at Albany, September 1677-December 1706, 127p. (an index or digest of the missing first volume of Indian records).

Commissions and instructions to colonial governors. There are in the public record office in London the manuscript commissions and instructions issued to the royal governors of the colony of New York from Governor Nicolls, 1664, to Governor Robertson and Lieutenant Governor Elliot, 1779. Some of these have been printed in *Documents Relating to the Colonial History of the State of New York*, and elsewhere. There remain, however, more than fifty commissions as governors, commissions to governors as vice admirals, general instructions, and trade instructions from the colonial office, which have never been printed and of which the State of New York has no official record or copy. These commissions and instructions are among the most important constitutional documents of our colonial history. The instructions are more voluminous and far more important than the commissions, for they are specific and not general, and contain, when studied chronologically, a complete exposition of British colonial policy for the period covered. Authority

to secure full and accurate transcripts of such of these documents as are not in print and readily available for research purposes has been received and the matter only awaits the time when funds may be in hand for such work.

Publication of early Albany records. In June 1914 John M. Pearson and W. L. Pearson of Schenectady, sons of Professor Jonathan Pearson, the author of excellent histories of Albany and Schenectady counties, offered to deposit in the State Library 1711 manuscript quarto pages of translations made by their father about forty years ago from early Dutch records in the Albany county clerk's office, on condition that the Library publish them under Professor Pearson's name with proper credit elsewhere for necessary editorial work. These records are notarial papers, deeds, wills and mortgages, and comprise all documents in the early Albany county records that are in Dutch, except books 1 and 2 of deeds published at Albany in 1869 from Professor Pearson's translations, under the title *Early Records of the City and County of Albany and Colony of Rensselaerswyck, 1656-75*. These early records contain a great variety of material of high interest for genealogical and historical purposes. An especially valuable feature is the powers of attorney from local colonists to persons in Holland, which often furnish clues to the connection between the first immigrants and their relatives in the old country. The deeds and mortgages have a practical value in connection with real estate titles and litigation. The wills are of value both for establishing title to real estate and for genealogical purposes. The instruments in these various records are indexed in the printed indexes in the county clerk's office, but no translations have ever been made other than those now offered to us for publication. Mr A. J. F. van Laer, our archivist, after a thorough examination of these translations, reports that they are substantially correct and could be printed with little alteration and with credit both to Professor Pearson and to the State Library.

It appears, too, that the Van Rensselaer Bowier manuscripts, edited by Mr van Laer for the Library in 1908, by a singular coincidence ended just where the present records begin; and that most of the persons who figure in the present records are either the same persons or the children of the persons mentioned in the Van Rensselaer Bowier volume. Mr van Laer, having edited that volume, is thoroughly familiar with the early history of these people, with the period which the records illustrate and with the land transactions which they record.

In view of these facts and upon recommendation of the library committee, the Board of Regents voted on June 25, 1914, "that the Director of the State Library be authorized to accept the translations of early Dutch records offered to the Library by John M. and W. L., sons of Jonathan Pearson, upon condition that they be published by the Library as their father's work, and that such manuscript translations be properly edited and published at an early date."

Mr van Laer is therefore at work upon the Pearson translations and through the courtesy of the clerk of Albany county is enabled to compare them with the original documents in that office. They will be ready for publication within a few months.

Repair work. For the last few years the main work of the manuscripts section has seemed to be the repair of manuscripts salvaged from the Capitol fire and at times there has been a considerable force of workers engaged in cleaning, repairing by the silk process, and mounting these salvaged papers. Some of this work remains to be done but the point has now been reached where there must be expert assistance in collating the material before the more mechanical parts of the work can be undertaken. Till experienced persons can be set at this laborious task, such portions of the salvage must remain practically inaccessible. The manuscripts which were in fair condition have all been repaired and are available for reference. Full indexes and calendars are necessarily slow of production and must wait.

MEDICAL LIBRARY

The medical library was open daily during the year from 9 a. m. to 6 p. m. and two evenings a week during the eight months (October–May) of the Medical College session. As comparative figures indicate, the activities of the library have nearly doubled, in reference work, circulation and number of readers.

Use of reading rooms

READERS	1913	1914	INCREASE
Total.....	3 392	6 469	3 077
June–Sept. when Medical College was closed..	738	1 188	450

There has been a constant increase in the number of physicians, health officers and nurses making demands upon the library.

The rough list of periodicals made as material accumulated after

THEORY OF THE ZEPHYRUS

Definition

The Zephyrus is a small, light, and swift wind, which is usually felt in the spring and summer months. It is named after Zephyrus, the god of the west wind in Greek mythology. The Zephyrus is often associated with the arrival of spring and the beginning of the growing season.

Characteristics

The Zephyrus is characterized by its light and swift nature. It is often felt as a gentle breeze, but it can also become a strong wind. It is named after Zephyrus, the god of the west wind in Greek mythology. The Zephyrus is often associated with the arrival of spring and the beginning of the growing season. It is also associated with the Zephyrus, a small, light, and swift wind, which is usually felt in the spring and summer months.

Etymology

The word Zephyrus is derived from the Greek word *zephyros*, which means "west wind". It is also associated with the Zephyrus, a small, light, and swift wind, which is usually felt in the spring and summer months. The Zephyrus is often associated with the arrival of spring and the beginning of the growing season.

DESCRIPTION OF MURAL PAINTINGS

North side of rotunda, at right of approach to reading room

Sculpture

An adaptation of the statue of the Venus of Milo, endowed with the color of life and with the arms of which the marble is bereft, as it stands in the Louvre, is engaged in modeling the statue of victory, which forms part of the monument to General Sherman, designed by Augustus Saint Gaudens and erected on the Plaza in New York. The Acropolis crowned by the Parthenon forms the background.

Medicine and Chemistry

Aesculapius, the genius of Medicine, sits beside the couch of a young girl-child and bending forward counts her pulse by the hourglass held in his left hand. The mother half supports the child in a seated posture in the bed and anxiously awaits the result of the diagnosis of the wise physician. A staff entwined by a serpent rests against the body of Aesculapius, the usual symbol of his profession as represented in ancient myth, where we are assured that the serpent was of a species harmless to man. In the foreground, a youth watches the result of a chemical distillation carried out by means of an alembic or retort, while beyond a group of trees in the distance rises the dome of St Luke's Hospital in New York.

Painting

Robed in the color of gold, and flower engirdled, Painting, holding the painter's palette charged with colors, depicts upon the canvas placed upon an easel before her some design unseen by the spectator. Over a field of flowers behind the figure rises the now vanished building of the National Academy of Design, the first building erected for the service of art in this country and until its destruction one of the notable monuments of New York City.



MURAL PAINTINGS BY WILL H. LOW
Sculpture, Medicine and Chemistry, and Painting

the fire, has been verified or revised and copied on catalog cards so that it is now possible to ascertain quickly the exact resources of the library, and whether in bound or unbound form.

From this, a "want list" is gradually being prepared, which has already proved its value as a basis for requests for gifts and purchases.

The bibliography file contains 257 subjects (against 50 a year ago) on which references have been collected for the use of physicians, including 62 topics requested by a Medical College professor for the use of the senior class in pathology.

Invitations to visit the library have been sent, through their secretaries, to medical and dental societies meeting in Albany during the year, and, as a result, physicians and others from various sections of the State have become acquainted with the library.

Dr Albert Vander Veer, to whose interest and generosity the medical library is much indebted, contributed to the Bulletin of the Medical Library Association for January 1914 (new series, v. 3, p. 35-39) an interesting article on The Medical Department of the New York State Library.

Circulation. Circulation outside the library is limited strictly to licensed physicians, nurses and State employees.

	1913	1914	INCREASE
Number of borrowers.....	179	330	151
Out of town borrowers.....	34	101	67
Volumes loaned.....	1 298	1 737	439

In spite of the increase in our own resources, it has been necessary to request loans 17 times, from the Library of the Surgeon General's office, borrowing in all 61 volumes for physicians of this vicinity.

Additions. As shown by the following table the medical library now contains 17,138 volumes.

	1913	1914	INCREASE
Bound periodicals.....	7 836	10 429	2 593
Separate works.....	6 210	6 709	499
Total.....	14 046	17 138	3 092

Of the separates, 2295 volumes are shelved in the reading room, the remainder in the adjoining stack.

Many complete volumes still in the bindery or waiting to be sent are not included in these figures. A still larger number of incomplete volumes, awaiting missing parts, are easily available for reference.

An exact count of either current material or donors is impossible, since the checking is done in other sections where no distinct medical record is kept. It is estimated that 506 periodicals are being currently received, including medical journals, society publications and public health bulletins and reports, an increase of 56 over last year.

LEGISLATIVE REFERENCE SECTION

Indexes of legislation. For the first time since the fire it is now possible, through specific appropriations for additional assistance provided by the Legislature of 1914, to proceed to close the gap in the series begun more than twenty years ago, of the annual index and digest of state legislation in this country. The manuscript for the years 1909 and 1910 was burned and it has been impossible until now to prepare it anew. This work will be prosecuted vigorously, and as the manuscript for 1911 and 1912 is very nearly ready for the printer it should be possible within the next year or two to bring the series fully to date. There is no single publication for which the Library is responsible that is in such request or for which so many urgent inquiries have reached the Library in the last three years.

Editing of New York session laws. For six years the State Library has edited and indexed the New York session laws. It has introduced into this work some new features, particularly a table of consolidated laws which for the entire period has been cumulated annually so that search in the last or current volume of the session laws will furnish all the information which formerly must have been sought in each annual volume. A similar cumulative index of laws changed, other than codes and consolidated laws, was begun in 1912 and has therefore run through three years. It is hoped that these cumulative reference features may be continued indefinitely without swelling the bulk of the volumes to a prohibitive point.

The volume of laws passed in 1914 exceeded that of any year since the State Library was assigned to the task of editing them. The extraordinary session of 1913 called for the issuing of an additional (fourth) volume. The result of the sessions of 1914 was three

bulky volumes of laws. That the work of the Library on the session laws has been good editing and good indexing seems abundantly certified by the references and compliments which reach it.

Service to the Constitutional Convention. Chapter 261, Laws of 1914, provided for the New York State Constitutional Convention Commission to collect, compile and print information and data for the Constitutional Convention to meet in 1915. The Board of Regents of The University of the State of New York, at the instance of its library committee, called the attention of Governor Glynn to the appropriate opportunity offered by this commission for service by the University and particularly by the State Library. Persuaded that such service was possible and proper, Governor Glynn appointed the President of the University a member of the commission. This commission has now organized, with the law librarian as its secretary, and has definitely embarked upon a program of publication and service, which includes the preparation by the Library of an elaborately annotated edition of the present New York Constitution and for special bibliographic service by the Library to the members of the Constitutional Convention both before and during its sessions. For this service the Library will be able to offer, before the Convention meets:

- 1 The text and latest amendments of the constitutions of every American state
- 2 The debates and proceedings of all previous constitutional conventions in every state
- 3 Citations to all court decisions construing all sections of the several New York State constitutions
- 4 A considerable collection of literature on constitutional law and government
- 5 Bibliographies of the principal literature on both sides of all important questions which seem likely to be presented to the convention.

In anticipation of requests from delegates to the convention the Library prepared the following:

**List of Publications of Constitutional Conventions and Commissions
of New York State**

1777

Proceedings of the Convention. (These are found in printed form only in the Journals of the Provincial Congress, Provincial Convention, Committee of Safety and Council of Safety of the State

of New York, v. 1, published by the State of New York for the first time in 1842)

1801

Journal of Convention held Oct. 13-27. (First published in 1801; reprinted in 1821)

1821

Journal of Convention held Aug. 28-Nov. 10. Alb. 1821

Convention Manual

Debates and Proceedings of Convention. By Carter and Stone, reporters. Alb. 1821

———. By L. H. Clarke. N. Y. 1821

Documents, Committee Reports, etc. (Printed as separates during the progress of the Convention)

1846

Journal of Convention held June 1-Oct. 9. Alb. 1846

Convention Manual. N. Y. 1846

Debates and Proceedings of Convention. Argus edition by Crosswell and Sutton. Alb. 1846

———. Atlas edition, by Bishop and Attree. Alb. 1846

Documents of Convention. 2 v. Alb. 1846

1867-68

Journal of Convention held June 4, 1867-Feb. 18, 1868. Alb. 1867

Proceedings and Debates. 5 v. Alb. 1868

Documents of Convention. 5 v. Alb. 1868

Revision Documents. Alb. 1868

Convention Manual. By Franklin B. Hough. 2 v. Alb. 1867

Constitution of the State of New York adopted in 1846 with a comparative arrangement of the constitutional provisions of other states. By Franklin B. Hough. Alb. 1867

1872-73

Journal of Constitutional Commission, Dec. 4, 1872-Mar. 15, 1873 (with documents 1, 2, 3, and Index). Alb. 1873

Amendments proposed to the constitution by the constitutional commission. Alb. 1873

1890-91

Journal of Constitutional Commission. Alb. 1891

Reports of Committees of Constitutional Commission and Final Report to Legislature. Alb. 1891

1894

Journal of Convention held May 8-Sept. 29, 1894. 2 v. Alb. 1894
Revised Journal. Alb. 1895
Documents. 2 v. Alb. 1894
Revised Documents. Alb. 1895
Amendments to Constitution Proposed at the Convention of 1894.
3 v. Alb. 1894
Secretary's Manual. Pt 1, v. 1
Delegates' Manual. Pt 1, v. 2
Delegates' Diary. Pt. 1, v. 3
American Constitutions. Pt 2, v. 1-2
Foreign Constitutions. Pt 2, v. 3
Statistics. Pt 2, v. 4-5
Annotated Constitution. Pt 2, v. 6
Government of Cities. Pt 2, v. 7
Record of Convention. 6 v. Alb. 1894. (Contains debates)
Revised Record of the Debates. By W. H. Steele. 5 v. Alb. 1900

Legislative reference material. Additions to the material in the files and on the shelves were 75 bound volumes, 995 pamphlets, 3000 articles mounted and in pockets and folders, and 2000 newspaper clippings. These, with the 25,000 items estimated as in the section on September 30, 1913, make approximately 31,000 pieces of material available for quick reference use.

Much headway has been made in reducing the amount of unclassified material that has been accumulating since the work of re-establishment was begun, and it is hoped that within three or four months the work of placing this in the files will be brought to date. The material that was added is of a considerably higher class than heretofore. A most helpful feature is the increased number of bibliographies and digests of laws that are being issued from many sources. The section has come in closer touch with the many instrumentalities dealing with comparative legislation and is obtaining their publications more regularly. The "beg" system has been more nearly perfected and rendered easier by the use of a form letter. Late in 1913 Mr John A. Lapp, legislative reference librarian of Indiana, organized the Public Affairs Information Service, a co-operative clearing house for legislative information. After some hesitation the New York State Library subscribed to this service, which proved an invaluable index to sources of legislative information.

Contained in the United States and state documents and other official publications is an incalculable amount of information that should be indexed and classified for the purposes of this section. For lack of consolidated indexes the great part of this information is inaccessible. Before the Library fire an index to the New York Senate and Assembly Documents, prepared by members of the Library staff, was in use. For the preparation of such new indexes, an extra legislative appropriation is needed.

The document collection. The records of documents and other official publications show the following: annuals checked, 1096; serials checked, 504; bound volumes sent to the shelves, 1066; gifts, 1925 bound volumes, 4043 pamphlets.

Notable purchases were:

Parliamentary Reports of the German Reichstag . . .	244v.
Publications of the French Parliament	1159v.
American Legislative Journals	220v.
American Legislative Documents and Journals . . .	431v.
Great Britain. Historical Manuscripts Commission.	14v.
Great Britain. Journals of the House of Commons..	57v.
Vermont. Senate and House Journals	39v.
Congressional Documents (to complete the "Serial set")	17v.
U. S. Patent Specifications and Drawings	419v.

Notable gifts were:

Iowa State Library	35v.
Ohio State Library	25v.
Delaware State Library	360v.
California State Library	60v.
Alabama State Library	100v.
New Jersey State Library	496v.
Connecticut State Library	131v.
New York State Attorney General	90v.
New York State Agricultural Department	166v.
New York State Labor Department	100v.
Albany High School	216v.
Albany Medical College	185v.
Stedman and Stedman, attorneys, Albany, N. Y. . . .	90v.

Branch of State Library in the Capitol. While the service rendered by the legislative reference section of the Library to members and officers of the Legislature and to State officials seems to be

as great in the new building as when the Library was in the Capitol, yet the past two years make it very clear that a branch of the State Library in the Capitol building, at least during the session of the Legislature, would be of signal convenience to the members and afford to the departments housed in the Capitol a service not now conveniently available. Even the best telephone and messenger service falls short of the convenience and efficiency resulting from proximity and personal service.

A bill introduced by Assemblyman Hinman provided that the trustees of public buildings furnish suitable quarters for a branch of the State Library in the Capitol, in a location as convenient as possible to the two houses of the Legislature. The Regents were to establish and maintain a reference library under the control of the Director of the State Library, solely for the use of the Legislature and the State officers and departments located in the Capitol.

LAW LIBRARY

Gifts. In November 1913, through the good offices of Judge William H. Cuddeback of the Court of Appeals, the Supreme Court Library in Buffalo turned over to this library about 590 volumes, mainly English and American court reports, statutes and textbooks. In January 1914, as the result of long-continued efforts on the part of Mr Henry C. Buchanan, at that time librarian of the New Jersey State Library, the State of New Jersey gave to this library about 204 volumes of New Jersey court reports and statute law. In July 1914, the Cincinnati Law Library, through the initiative of its librarian, Mr Edwin Gholson, transferred on general exchange account to this library about 90 volumes, mainly textbooks. Other gifts, of minor importance but much appreciated, have been made, chiefly by individuals, and have been acknowledged and recorded.

Quite possibly there is, in the aggregate, in local law libraries, considerable material which, either for lack of space or because of a desire to keep only live material on the shelves, such libraries would be willing, perhaps even glad, to turn over to this library. The substantial gifts from the Supreme Court libraries at Saratoga Springs and at Buffalo justify this statement. It is suggested that each local law library be asked to report:

- 1 On its duplicates
- 2 On books which the actual use of the particular library demonstrates are of no practical use to that library

- 3 On books or classes of books which the library does not have but which are frequently called for

With this information the central State Library might be able to suggest an adjustment or distribution of material which would be of mutual advantage to the State law library and to the local libraries themselves.

Purchases. The following are the important law purchases for the year ending September 30, 1914:

Abstract or the lawes of New England as they are now established.

Lond. 1641

Albany, N. Y. Charter of the city of Albany printed by order of the Mayor, Recorder, Aldermen and commonalty aforesaid.

N. Y. H. Gaine, 1771

Davis, J. Office and authority of a justice of peace. Newbern, N. C. 1774

Great Britain. Laws, statutes, etc. 1727-1760 (George II).

Anno regni Georgii II . . . act for granting a liberty to carry sugars of the growth of any of His Majesty's sugar colonies in America. Lond. 1739

Hudson, N. Y. Charter incorporating the inhabitants within the city limits of Hudson. Hudson, 1785

Massachusetts Bay Province. Collection of the proceedings of the Great and General Court or Assembly of His Majesty's province of the Massachusetts-Bay, in New-England. Bost. 1729

New Brunswick Province. Acts 1810-16. 5v.

New York. Constitutional convention 1788. Journal. Poughkeepsie [1788]

Pennsylvania. Act for erecting a light-house at the mouth of the Bay of Delaware. Phil. B: Franklin, 1763

——— Supplement. Phil. B: Franklin, 1764

Schenectady, N. Y. Act to incorporate the inhabitants of that part of the town of Schenectady therein mentioned . . . Feb. 9, 1798

——— Charter enacted 26 Mar. 1798. Alb. printed by Charles R. and George Webster [1798]

Simpson, William. Practical justice of the peace, and parish officer of South Carolina. Charleston, 1761

Virginia. General Assembly. Certain acts of the General Assembly of Virginia, Richmond, Oct. 1, 1792, the operation of which was suspended until the 1st day of Oct. 1793. Richmond, 1794

Court reports. Not until November 1913 did the library succeed in securing a copy of the Judicial Opinions Delivered in the Mayor's Court of the City of New York in the Year 1802, by Edward Livingston, Mayor. The library copy is an interleaved copy apparently owned by James Kent in 1803, for the great chancellor's name with the date 1803 appears on the title-page in his own handwriting. Unfortunately, however, there are no notes on the interleaved pages. The rules and orders of the Mayor's Court are given at the end of the volume. The acquisition of this volume completes the library set of New York court reports, and while not of great practical value it is an item of considerable bibliographic interest.

The purchase in January 1914 of Martin's Arkansas Chancery Decisions, a book exceedingly scarce, gives the library what is probably an absolutely complete set of the American court reports with the exception of volume 2 of Labatt's California District Court Reports and volume 2 of McGloin's Louisiana Reports. These two volumes, both discontinued before completion, are probably the scarcest books among American court reports. The law librarian knows of no library which has both volumes and very few libraries have one.

Substantial progress has been made during the year in adding to the collection of British colonial court reports. This collection, however, is still far from complete, and because of the scarcity of the material and its high cost, will continue to be somewhat weak for some time to come. If the objection is raised that it is not worth while to get this material, it is a matter of some interest to note that the library was recently asked for volume 3 of the Nagpur Law Reports, a series of reports published in the Central Provinces of India, which the library has not yet procured.

The collections of English, Irish and Scotch court reports are so complete as to need no further consideration at this time. No report in this field has been called for since the fire that the library did not have. The collection of Canadian court reports is understood to be absolutely complete.

Records and briefs. The great problem of the law library is to find some way to make available for use the very large quantity of unbound records and briefs of New York cases now shelved in the main stackroom. Almost all of them are in the old General Terms and present Appellate Divisions of the New York Supreme Court; only a few are in the Court of Appeals. Owing to the fact that these papers have been moved on several occasions, and boxed and reboxed, they long ago ceased to be in any regular order. The task of sorting and arranging them for the bindery and of indexing

them is far beyond the capacity of any regular staff that the library is likely to have, and imperatively demands a special force gathered together temporarily for this work. The material is of everyday importance to the practising lawyer and is constantly called for. Every effort should be made to relieve the situation at the earliest possible moment.

The collection of records and briefs in cases argued in the Court of Appeals from the court's organization in 1847 up to about 1880, loaned to the library by the Court of Appeals in September 1913, still remains practically unavailable for lack of an index. A special form of blank index cards for this collection has been printed, and some experimental indexing has been done by the regular staff in order to get some idea of the amount of such work to be done on the collection. This experience shows that the work will require at least 900 hours, or the time of four persons for about six weeks.

In 1888, to relieve a serious congestion in the Court of Appeals, a constitutional amendment was adopted providing for a second division of the court. The second division was organized on January 24, 1889, held its first session on March 5, 1889, and was in existence until October 1, 1892, when it finally adjourned. In August 1914, the library was able to purchase 90 volumes of the records and briefs of this division, running from March 1889, to December 1891. While the set does not cover the period from December 1891, to October 1892, it is nevertheless a very gratifying addition to the library collection.

Trials. After the fire there was some doubt as to whether the library was justified in trying to restore the former very extensive collection of trials. It was finally decided to continue the old policy, and experience has shown the wisdom of the decision. While such a collection can not at present, mainly for lack of adequate indexes, be used to any considerable extent in general legal work, much of it is of substantial value as source material in constitutional and political history, and is important as supplementary material to the historical collections in the general library.

Mr Roger Foster, on page 633 of his Commentaries on the Constitution of the United States, published in 1895, stated that he had "found but one library" (namely the New York State Library) "except his own, where any attempt to collect them has been made; and he believes that no complete collection exists at any place." Since that time it is doubtless true that several other libraries, perhaps stimulated by Mr Foster's remark, have built up good collections of impeachment cases. It is believed, however, that the collection here will compare favorably with any in the country. Dur-

ing the past year several impeachment trials were secured. Among the scarcer items were the following:

Proceedings in the Cases of the Impeachment of Charles Robinson, Governor; John W. Robinson, Secretary of State; George S. Hillyer, Auditor of State of Kansas; published by authority. Lawrence 1862

Jackson, Albert. Official Report of the Trial of Albert Jackson, before the Senate of Missouri. Jefferson City, Cheeney, printer, 1859

Hubbell, Levi. Trial of Impeachment by the Senate of the State of Wisconsin, June 1853; reported by T. C. Leland. Madison, Beriah Brown, publisher, 1853

The proceedings of the Sulzer impeachment trial, as printed from day to day for the use of the court, are in the Assembly Documents of the extraordinary session of the Legislature for 1913 (volume 36, document 3). A revised official edition in separate form was subsequently published in two volumes.

Statute law collections. The law library is not yet in a position to make an exhaustive statement of its collection of American statute law. Considerable work remains to be done in checking, cataloging and putting it in condition for convenient use. During the coming year it is hoped that an accurate want list of this material can be prepared, partly because this list would serve indirectly as a catalog of the collection. At this time it is possible to state only that the expectations that the collection will ultimately become one of the leading collections in the country are well on the road to realization. While there are many gaps and a large sum of money must still be spent upon it before it can satisfy the library ambitions, this statement is also in general true of all other collections. There is no complete collection of American statute law in any library, and no collection that can be said to be practically complete. Some of the oldest and strongest state libraries are still in the market for statute laws of their own states. Because of the scarcity of some of the material and the exceedingly high prices at which it has been held for some time past, this condition is bound to continue long, perhaps indefinitely. One great difficulty in building up a collection of this material is that no exhaustive and detailed bibliography of it has yet appeared. The Hand-list of American Statute Laws prepared and published by the Massachusetts State Library in 1912, is by far the most valuable work that has been issued along this line, covering the entire field, and it has been of immense service to this library. Nevertheless its own preface recognizes that it is not the final word on the subject, and expresses the hope

that "some specialist, who is fortunate in possessing ample time and sufficient means, will soon publish a full bibliography of American session laws."

The already notable collections of Canadian statute law were substantially strengthened during the year by the purchase in particular of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland statutes.

The collections of English, Irish and Scotch statutes are sufficient for all ordinary working purposes for some time to come, but it is highly desirable that the library should start as soon as practicable to restore its old collections of British colonial statutes. This work has been left partly from necessity and partly that it might be taken up as one portion of the larger problem of resuming and extending exchange relations with foreign countries.

Law treatises. During the summer of 1914, the catalogs of American law book publishers (some of which are used by lawyers as substitutes for printed law library catalogs, with the result that the material listed in them is most frequently called for), book reviews in legal periodicals, and book circulars and lists, were checked to determine what recent American textbooks the library still lacked. Most of these items were bought in August and September, so that the collection of modern American textbooks is now very complete.

In November 1913 about 900 volumes were bought from Harvard University. Many of these books are not only most notable additions to the collection on the "Literature of the law," but also splendid examples of the history of early printing and to a limited extent of binding.

International law. The collection on international law was substantially enriched by the purchase from Harvard University of about 61 volumes which came to Harvard as a part of the Olivart collection but which the university already had. Nevertheless, the collection here on this subject is not strong, and probably it is not practicable or even desirable to build up a collection in this field which would be at all notable. Owing partly to the very greatly increased demand growing out of the present European war, it is highly desirable, nevertheless, to have a well-selected collection of the important and authoritative works on the subject. Considerable material is being published, or is announced for publication in the near future, and there should be sufficient funds to secure the works of substantial and permanent value. The routine current funds are probably insufficient to meet the situation and quite pos-

DESCRIPTION OF MURAL PAINTINGS

• North side of rotunda, at left of approach to reading room

Architecture

The standing figure, typifying Architecture, with compasses in hand, studies upon a scroll before her the proportions of the Corinthian capital in which order of architecture the Education Building is designed. Her left knee upraised rests lightly upon a slab covering a basket, recalling the legend by which Callimachos, an architect of Corinth, having lost his daughter, placed upon her grave a basket containing objects for her journey beyond the Styx, covering it with a tile to preserve it from the weather. On visiting her grave he found an acanthus had grown up around the basket in so graceful a manner that it suggested to him the design of the Corinthian capital.

Astronomy and geography

Minerva, goddess of wisdom, encircles with her arm a young child, while through the telescope she directs his gaze to the "clear night of stars" spread above him; at sight of which the child clasps his hands with a gesture of wonder. Near at hand a seated youth, holding the symbolic lamp of research, is bent over a large globe following the path of man over the traveled earth. Above and behind the terrace on which these figures are seated rises the façade of the library of Columbia University, New York.

Music

Standing erect before a harp over which her fingers stray, the figure of Music is shown upon a carpeted terrace, to denote the near proximity of a house, as music is essentially an art of indoors, while, as the most modern manifestation of the arts, as music is now understood, her costume suggests a less classic form than the figures in the other panels.



MURAL PAINTINGS BY WILL H. LOW
Architecture, Astronomy and Geography, and Music

sibly there is justification for asking the State for a special appropriation to provide for the need. The importance of much of this material lies rather in its historical than in its legal value, and probably the demands for it will come more from the class of readers using the general library than from the class customarily using the law library.

Legal periodicals. Experience since the fire seems to show that the collection of legal periodicals can probably never be restored to its former strength. During the two years after the fire the library purchased practically every complete set that was offered. The available supply of complete sets seems to be, at least for the time being, practically exhausted. The scarcity of this material has forced the library during the past year to buy broken sets and even incomplete volumes. Even on this basis, a surprisingly little has been offered. Nothing remains to be done except to buy the material, no matter how fragmentary, whenever offered at reasonable prices, in the hope that as time goes on, one set after another may reach at least approximate completion.

New York State Bar Association. The law librarian followed his practice of attending the annual meeting of the New York State Bar Association, which in 1914 was held in January in New York City. He was appointed a member of an important special committee to report at the next annual meeting of the association upon the duty of courts to refuse to execute statutes in excess of or in contravention of the fundamental law. Attendance at these meetings has been of great benefit not only to the law librarian personally but also to the library which he represents.

BOOK SELECTION SECTION

Best Books list. The principal work of this section is the the preparation of the annual list, Best Books, printed by the Library and sent to all libraries in New York State as an aid in bookbuying. The list covering the year 1913 was published in July 1914. The selection of the 314 books included was made after personal examination or reading of 2016 books sent by the publishers at the request of the Library, for examination. Descriptive and critical notes on all these books were written and form part of the permanent records of the section.

Prison list. Following inspection of the prison libraries of the State by the State Library early in 1914, and in direct response to a request from Great Meadow Prison, the book selection section spent much time and pains in preparing a list of 1000 books suitable

for libraries of penal and reformatory institutions. The presence in these institutions of great numbers of foreigners, the unsatisfactory conditions as to light and administration, with the care necessary in the actual selection of suitable books for such constituencies, make the compilation of a list of this kind a somewhat difficult matter.

Lists on various subjects were made, including books in German, Italian and Yiddish, and sent to Great Meadow as soon as completed. This work has become the basis of an annotated list for prison libraries which the League of Library Commissions has asked the State Library to prepare. In order to avail itself of the experience of librarians who know both books and the needs of prisoners, the section is sending tentative lists on different subjects to these experts for their opinions, and their votes are being tabulated as received. Work on the selection is progressing as rapidly as the routine work of the section will permit. Five hundred titles of fiction are now being selected and annotated and it is hoped that this list may be published as a preprint within the coming year.

Other work. The regular routine of the section was carried on as usual, including examination of public library book purchases, mounting and filing of notes, indexing of book reviews, contributions of notes to the A. L. A. Booklist, preparation of lists for New York Libraries, etc. For details of the work of the section, see Annual Report for 1912, pages 51-53.

LIBRARY FOR THE BLIND

Now that six states of the Union have arranged to educate blind and sighted children together in their public schools, books in embossed type and libraries for the blind acquire a new and larger educational significance. The State Library's collection of such books, begun in 1896, now numbers 4265 books and pieces of music, an increase of 907 over last year. These volumes are printed in five different systems of embossed type, as follows:

TYPE	LITERATURE	MUSIC	TOTAL
American Braille.....	823	53	876
English Braille.....	135	135
Line letter.....	520	520
Moon.....	331	331
New York point.....	1 711	692	2 403
Total.....	3 520	745	4 265

The State Library does not claim to know the merits of the unfortunate controversy which for some years has been waged between advocates of these various systems of embossed types. It takes no part in and has no expert opinions touching the matter. It merely provides books and music in all types in proportion to the requests from readers of each. In New York State the two great schools for the blind teach the New York point system and it follows that in this State that system has far more readers than any other. For this reason, therefore, and for no other, the few books which the New York State Library is enabled to publish in embossed type are printed in New York point. When most of the requests on the library from blind readers are for books in another type, then in that other type they shall be printed.

Publications. Owing to the relatively small number of titles available in raised type the library continues its policy of printing a few such books each year. Sixteen titles in New York point were ordered in 1914, as listed below.

AUTHOR	TITLE	PRICE
Aldrich, T. B.	Story of a bad boy. 2v.	\$5 50
Allen, J. L.	Idyl of the hemp. (Gift of an unnamed donor).....	45
Bennett, Arnold.....	Buried alive. 2v.....	6 ..
Borup, George.....	A tenderfoot with Peary. 2v.....	6 50
Clarke, Mrs C. C. (Richards).....	Village life in America. 2v.....	5 50
Davis, R. H.	In the fog.....	2 ..
Fagan, J. O.	Autobiography of an individualist. 2v.....	6 50
Fiske, John.....	New France and New England. 3v.....	9 ..
Grenfell, W. T.	The adventure of life.....	2 50
Harrison, H. S.	V. V.'s eyes. 5v.....	17 50
Maeterlinck, Maurice...	The blue bird.....	3 50
Phelps, W. L.	Essays on modern novelists. 2v.....	6 50
Porter, Mrs E. H.	Pollyanna. 2v. (Gift of Miss Nina Rhoades)	6 ..
Porter, Sydney.....	More stories, by O. Henry. 2v. (Gift of Doubleday, Page and Co., Review of Reviews and Mrs Sydney Porter).....	6 ..
Trask, Mrs Katrina.....	In the vanguard. (Gift of an unnamed donor).....	2 25
Warner, C. D.	My summer in a garden.....	2 75

Gifts. The library for the blind has been particularly rich in gifts this year. Besides Miss Nina Rhoades's generous gift of the printing in New York point and the binding of 25 copies of Mrs

Porter's Pollyanna, "the glad book," 2v., President Finley has brought to the library the gifts of the printing and binding of three titles, with 25 copies each. These, given by some of his friends whom he has interested in the printing of books for the blind, are Mrs Katrina Trask's peace play, *In the Vanguard*, and James Lane Allen's *The Idyl of the Hemp*, taken from *The Reign of Law*, (both the gifts of an unnamed donor) and the third title, *More Stories*, by O. Henry, 2v., which has been ordered and is the gift of Double day, Page and Co., *Review of Reviews* and Mrs Sydney Porter.

The Xavier Free Publication Society for the Blind, New York City, continues its custom of presenting to the library a copy of each of its New York point publications, amounting this year to 17 volumes. The Bible Training School of South Lancaster, Massachusetts, has sent 4 volumes and the Dominion Tactile Press of Toronto, Canada, 6 volumes. From the Library for the Blind of the New York City Public Library the embossed type catalogs of that library's American Braille and New York point collections have been received, and the National Library for the Blind, Washington, D. C., has given 3 volumes in English Braille. To complete broken sets of Line letter books in the library, 3 volumes were sent from the Batavia State School for the Blind and 20 volumes from Perkins Institution, Watertown, Massachusetts. From the Illinois School for the Blind, Jacksonville, and from the Western Pennsylvania Institution for the Blind, Pittsburgh, books in American Braille printed at these schools were received, 2 volumes from each school. Mr W. H. Wintersmith, formerly a resident of New York State and at that time an interested reader of the library, has given three copies of Phillips Brooks's *The Candle of the Lord* (printed in five parts) and three copies of H. E. Cady's *Lessons in Truth*.

The following serials in embossed type are regularly received, 12 of which are gifts.

AMERICAN BRAILLE

Canada's Premier Magazine for the Blind, monthly. (Gift)
 Church Items, monthly (except July and August). (Gift)
 Illuminator, quarterly. (Gift)
 Matilda Ziegler Magazine for the Blind, monthly. (Gift)
 Searchlight, quarterly. (Gift)

ENGLISH BRAILLE

Hora Jucunda, monthly
Progress, monthly

MOON

Moon Magazine for the Blind, monthly

NEW YORK POINT

Canada's Premier Magazine for the Blind, monthly. (Gift)
 Catholic Transcript for the Blind, monthly. (Gift)
 Christian Record, monthly (two copies). (Gift)
 Lux Vera, monthly
 Matilda Ziegler Magazine for the Blind, monthly. (Gift)
 Milwaukee Weekly Review (five copies). (Two copies gifts)

Circulation. The magazines had a circulation for the year, of 1662. The circulation of books, music and magazines in each of the five types, among 529 different readers, was as follows:

American Braille	632
English Braille	367
Line letter	44
Moon	615
New York point	4 883
Total	6 541

By generous action of the national government these books are sent between libraries and blind readers without cost, and over 13,000 volumes were sent out from the State Library in this way to the blind of the State within the past two years.

The library for the blind has been able to extend its work by lending some of its duplicates to the Seymour Library, Auburn, N. Y., to the Public Library, Rochester, N. Y., and to the free reading room for the blind of the east side of New York City, which was dedicated to its purpose July 12, 1914. This reading room, given by President Marcus, is on the roof garden of the new building of the Bank of the United States, recently erected on Delancey street.

Books with the largest circulation October 1, 1913-September 30, 1914

AUTHOR	TITLE AND DATE OF PUBLICATION	TIMES CIRCULATED		COPIES
		1913	1914	
Burnett.....	Secret garden. 1912.....	50	42	5
Webster.....	Daddy-long-legs. 1913.....	b 41	32	5
Trask.....	In the vanguard. 1914.....	a	b 29	5
Hutchinson...	Orpheus with his lute. 1913.....	b 5	25	2
Montague....	Why it was W-on-the-eyes. 1913.	a	b 25	2
Deland.....	Awakening of Helena Richie. 1912.	29	24	2
Norris.....	Mother. 1913.....	b 7	24	2
Abbott.....	Molly Make-believe. 1911.....	13	23	2
Porter.....	Pollyanna. 1914.....	a	b 23	5
Chesterton...	Innocence of Father Brown; selec- tions. 1913.....	b 10	22	2
Davis.....	In the fog. 1914.....	a	b 20	3
Grenfell.....	Down North on the Labrador. 1913.....	b 10	19	2
Cross.....	Adam Bede. 1913.....	a	b 19	2
Harrison.....	Queed. 1912.....	24	18	2
Chesterton...	Varied types and Tremendous tri- fles; selections. 1913.....	b 15	18	2
Collier.....	England and the English. 1913...	a	b 17	2
Smith.....	Arm-chair at the inn. 1913.....	a	b 17	2
Rohlf's.....	Leavenworth case. 1911.....	21	16	2
Blackmore...	Lorna Doone. 1910.....	18	16	2
Walker.....	Total depravity of inanimate things. 1913.....	b 12	16	2
Bennett.....	Your United States, and The human machine. 1913.....	b 8	16	2
Barrie.....	Little white bird. 1911.....	21	15	2
Edwardes....	Lift-luck on southern roads. 1913.	b 8	15	2
Bennett.....	Buried alive. 1914.....	a	b 15	2
Allen.....	Idyl of the hemp. 1914.....	a	b 14	5
Allen.....	Kentucky cardinal. 1911.....	19	13	2

a Not in circulation in 1913.

b Circulated only part of the year.

LIBRARY SCHOOL

PREPARED BY FRANK K. WALTER, VICE DIRECTOR

The detailed report of the school for 1913-14 is published separately as usual and is also included in the Annual Report of the State Library as Supplement 2. During the school year there were 51 students in regular standing, 27 summer school students and seven members of the State Library staff and (by special request of the department) one employee of the Department of Efficiency and Economy, a total of 86, receiving instruction from the school. Nine received the degree of bachelor of library science.

There were two changes in the instructional force due to resignations but no important changes in the course of study resulted in consequence. Thirty-five of the regular students were employed in libraries before completing their training in the school. The increasing proportion of experienced library workers who apply for admission to the school testifies to the practical character of its work. One hundred fifteen library positions of various kinds were filled during the year by present and former students.

To provide as fully as possible for the different needs of the smaller libraries of the State, the summer session was divided into two parts of three weeks each, the first part being devoted to instruction in the use of books (bibliography and reference work) and the second part to cataloging and classification.

Service to the State. A practical experiment in coordination was made in holding, with the cooperation of the School Libraries Division, on July 6-10, a library institute for district superintendents. Although attendance was entirely voluntary, thirty-one superintendents attended one or more sessions. As a result of a canvass made by the School Libraries Division after the institute, a very large proportion of those who had been in attendance voted to hold another similar Institute in 1915.

The efforts to correlate still more closely the work of the school and other educational activities of the State have been continued. Five of the smaller libraries of the State were reorganized by students during their month of practice work. The director of the school served as president of the New York Library Association and aided in the library institutes conducted by the association. Other members of the faculty served on committees of the New York Library Association and the New York State Teachers Association, conducted library institutes, assisted (under the direction of the Educational Extension Division) in the inspection of school and public libraries and spoke on library matters at teachers' conferences. With a very small increase in the faculty it would be possible to do very much more to meet in part the growing demand for instruction in the better use of school libraries and under no other auspices could certain phases of such instruction be given better or more economically than at the New York State Library School with its established reputation and its position as an official part of the State's educational system.

PUBLIC LIBRARIES

EDUCATIONAL EXTENSION DIVISION

PREPARED BY WILLIAM R. WATSON, CHIEF OF THE DIVISION

LIBRARY PROGRESS

It is only necessary to compare the statistics of ten years ago with those of the past year to realize that the library movement is rapidly gaining ground in this State. There are now 542 libraries in the University as compared with 361 in 1904. There were then 3,108,365 volumes in free circulating libraries, including school libraries free to the public, and their circulation was 11,347,802. There are now 5,074,650 volumes in the free circulating libraries, not including school libraries, and their circulation for last year was 22,918,026, more than double that of ten years ago. The number of libraries applying for State grants has increased from 281 to 393 and the amount expended for this purpose from \$24,048.14 to \$36,189.79.

The figures for traveling libraries are even more impressive, the number of applications filled having increased from 575 to 1388 and the number of volumes sent out from 34,931 to 55,753.

There are a few libraries that have made but little advancement and are still struggling for existence, but with these exceptions the libraries are in a much more prosperous condition than ever before. The tendency is steadily toward tax support.

SUMMARY OF ANNUAL REPORTS

It is one of the functions of this Division to summarize for transmission to the Legislature the annual reports required of all libraries which receive State aid or enjoy any exemption from taxation or other privilege not usually accorded to business corporations, and such a summary will be found on the following pages. A comparison of these reports with those of preceding years shows steady increase in the number of libraries and in their resources and circulation.

Reports for the year 1913-14 were submitted by 576 libraries, classified according to their relation to the University as follows:

State Library	1
Incorporated or admitted libraries.....	321
Libraries registered only.....	166

Libraries of other University institutions such as colleges and professional schools	21
Libraries not connected with the University.....	67
Total	576

This total includes 108 branch libraries, which are counted throughout this report as separate institutions.

These libraries are separated according to the kind of service rendered as

Free circulating libraries	493
Circulation and reference use restricted to limited class.....	19
Circulation restricted, but free for reference.....	40
Free reference libraries	20
Reference libraries restricted to limited class.....	4
Total	576

Twenty-nine libraries either chartered or registered by the University have failed to submit reports.

By an amendment of the Education Law passed at the last session of the Legislature, a school library located in a community where there is no free public library is now free to all the people of that community. No record of these agencies for the free circulation of books appears in this report as school libraries are not included, with the exception of a very few which were registered as free public libraries many years ago. In order, therefore, to make an accurate estimate of the entire free library resources of the State it would be necessary to take into account all the school libraries which give free library privileges.

A summary of the reports received shows a net gain of 770,396 volumes, of which 651,686 were purchased and 118,710 were gifts. The purchases exceeded those of the previous year by 72,336 and the gifts by 679. The total number of volumes reported is 9,873,962 and it is altogether probable that by the end of next year the 10,000,000 mark will have passed.

The circulation from all libraries was 23,669,075, of which 22,918,026 volumes were lent by free libraries and 751,049 by libraries not entirely free. The circulation from the latter dropped 72,308, while the free libraries made a gain of 1,387,732, making a total gain of 1,315,424 for all classes of libraries. The reports from year to year show a steadily decreasing circulation

from libraries which are not free; the loss for the past two years amounts to 356,918, nearly half the present circulation. It should be borne in mind, also, that these figures include the circulation of libraries of many educational and other institutions whose restrictions are very broad. There were 43 libraries that failed to report the separate circulation of fiction and nonfiction. From those that did so report, 64 per cent of the circulation was fiction. This is $1\frac{1}{2}$ per cent less than last year and again the credit for the low average is due to the New York Public Library with its tremendous circulation, only 54 per cent of which was fiction.

There are books in foreign languages in 321 of the libraries reporting, of which 269 are free circulating libraries.

During the year two new cities were created, neither of which pays a direct tax for free public library purposes, though both have excellent free library service from their school libraries, which are endowed. There are now eleven cities, Batavia, Beacon, Cortland, Geneva, Hudson, Jamestown, Lackawanna, Norwich, Oneida, Salamanca and Watervliet, which contribute nothing to free public libraries by direct tax. Eight of these cities are provided with library facilities by the schools to a greater or less extent, or by private benevolence. Beacon, Lackawanna and Watervliet have hitherto been without free library privileges of any kind but under the amended law the school libraries may now be used by the public. As, however, the school libraries in these cities are small and not well adapted to the use of the general public, the benefit to be gained because of their accessibility is not of great importance.

FINANCIAL STATISTICS

The total amount reported as available for library purposes during the year was \$3,824,023.15, divided as follows:

SOURCE	AMOUNT
From local taxation.....	\$1 877 072 88
From the State.....	a 177 504 20
From endowments.....	670 017 76
From gifts.....	140 078 22
From other sources.....	400 083 51
Total receipts.....	\$3 264 756 57
Balance on hand from previous year.....	559 266 58
Grand total available.....	\$3 824 023 15

a Of this amount, \$129,760 was for the State Library.

Of the total receipts, 58 per cent was derived from local taxation, 5 per cent from the State and 37 per cent from all other sources.

Based on the population of the State as given in the 1910 census, the amount per capita raised for library purposes from all sources (not including balances carried forward) was 36 cents and from taxation 23 cents.

The amount spent for books, periodicals and binding was \$1,038,960.60 and for salaries \$1,716,332.16. The total expenditures for all purposes were \$3,409,949.71.

Of the 493 free circulating libraries which reported, 159 received no support from local taxation. The appropriations raised by tax for the support or partial support of the 334 libraries receiving such aid varied in amount from \$3.25 to \$741,768.36, the latter being the appropriation for the circulation department of the New York Public Library.

There was raised by local tax for library purposes a total of \$1,877,072.88, an increase of \$138,651.94 over the amount the preceding year. Of this total, libraries not free to the general public for lending or reference received \$11,584.90, those free for reference but not for lending received \$44,290 and those free for both reference and lending received \$1,821,197.98, of which \$1,335,061.96 was paid by New York City (Greater New York) alone. Forty-three other cities raised \$395,166.72 of the amount, 28 villages of over 4000 population raised \$39,318.13 and \$51,651.17 was paid by other villages, towns and school districts.

BOOKS AND CIRCULATION OF FREE LIBRARIES

The reports from the 493 free circulating libraries show a total of 5,074,650 volumes distributed as follows: New York City,^a 2,194,623; all other cities in the State, 1,500,061; villages of over 4000 population, 245,353; all other villages and country districts, 1,134,613. The increase in the number of volumes in New York City^a was 142,880, in all the other cities 92,445 and in all the villages and country districts 131,853, making a net increase of 367,178 volumes in the free circulating libraries of the State. This is a larger increase by 81,607 than was made the previous year.

The total circulation of 22,918,026 was distributed as follows: New York City,^a 14,987,466, an increase of 1,084,812; all other cities, 5,202,346, an increase of 803,546; villages of over 4000 population, 751,069; all other villages and country districts, 1,977,145.

^a Greater New York.

The circulation from the villages and country districts was less by 500,626 than the year before, reducing the total gain for all free libraries to 1,387,732.

Last year the libraries in villages and country districts showed a very large gain in circulation, whereas this year they show a nearly equal decrease. New York City^a on the other hand very nearly tripled the increase of the preceding year and the other cities of the State made almost as great a proportionate gain.

In the number of volumes added, libraries in the villages and country districts made a better showing. They enlarged their stock of books by the addition of nearly as many volumes as New York City,^a and exceeded the total accessions of the libraries in all the other cities. It is a curious coincidence that in New York City^a and in the villages and country districts the percentage of increase over the increase for the previous year was the same in each case, namely 68 per cent.

Free lending libraries reporting, 1893-1914

YEAR	LIBRARIES		CIRCULATION			
	Number	Volumes	Total	Per day	Per 1000 population	Per 100 volumes
1893.....	238	849 995	2 293 861	6 285	352	269
1894.....	293	1 049 869	2 766 973	7 581	425	263
1895.....	309	1 127 199	3 146 405	8 620	483	279
1896.....	351	1 313 299	3 933 623	10 777	604	300
1897.....	375	1 446 874	4 904 793	13 438	753	339
1898.....	408	1 755 036	6 439 999	17 644	989	367
1899.....	431	1 979 319	7 395 527	20 262	1 135	373
1900.....	460	2 187 125	8 452 445	23 157	1 163	387
1901.....	529	2 425 260	9 232 697	25 350	1 270	381
1902.....	550	2 598 472	10 063 703	27 571	1 385	387
1903.....	555	2 804 628	10 897 126	29 855	1 500	390
1904.....	573	3 108 365	11 347 802	31 089	1 561	365
1905.....	655	3 437 876	12 086 816	33 115	1 663	352
1906.....	678	3 645 662	13 835 639	37 906	1 715	380
1907.....	661	3 782 609	14 968 722	41 010	1 855	396
1908.....	686	4 050 563	16 479 457	45 146	2 043	407
1909.....	689	4 227 665	18 747 849	51 364	2 324	443
1910.....	710	4 341 103	19 254 729	52 753	2 387	445
1911.....	661	4 635 716	20 122 745	55 131	2 208	435
1912.....	b 464	b 4 421 901	b 20 309 176	55 641	2 228	459
1913.....	b 477	b 4 707 472	b 21 530 294	58 987	2 362	457
1914.....	b 493	b 5 074 650	b 22 918 026	62 762	2 515	452

^a Greater New York.

^b Libraries of high schools and academies are not included.

In the statistics for free libraries for 1905 were included all high school libraries reporting which were free for circulation. An examination of the table of libraries reporting for that year shows that the number of high school libraries, free to the public, included in the table for free libraries, was 278, that they had a total stock of books numbering 484,699 volumes and that their total circulation was 400,927 volumes. Deducting these figures (as we do for our present reports), the number of free libraries reporting to the Department in 1905 was 377, the number of volumes was 2,953,177, the circulation was 11,685,889. With these figures as a basis the decade ending in 1914 shows an increase of 116 in the number of libraries, 2,121,473 in the number of volumes and 11,232,137 in the circulation.

Free circulating libraries in cities, 1914

CITY	VOLUMES IN FREE LIBRARIES	CIRCULA- TION	RECEIVED FROM TAX
Albany.....	60 581	265 261	\$13 229 49
Amsterdam.....	13 656	68 647	3 134 37
Auburn.....	25 742	64 648	6 000 ..
Batavia.....	17 763	43 624	2 609 31
Beacon.....
Binghamton.....	34 498	161 605	11 050 ..
Buffalo.....	330 749	1 511 796	110 500 ..
Canandaigua.....	6 088	23 409	400 ..
Cohoes.....	6 300	26 251	300 ..
Corning.....	9 884	19 585	800 ..
Cortland.....
Dunkirk.....	12 348	50 479	3 000 ..
Elmira.....	20 522	72 997	4 500 ..
Fulton.....	7 860	24 264	1 500 ..
Geneva.....	7 555	18 522
Glens Falls.....	12 779	36 732	1 000 ..
Gloversville.....	29 852	61 060	3 500 ..
Hornell.....	19 558	38 041	2 500 ..
Hudson.....	7 060	11 571
Ithaca.....	26 390	48 080	200 ..
Jamestown.....	23 694	78 508
Johnstown.....	13 717	30 562	2 500 ..
Kingston.....	10 882	50 554	1 682 95
Lackawanna.....
Little Falls.....	10 276	22 700	1 500 ..
Lockport.....	11 360	32 954	1 200 ..

Free circulating libraries in cities, 1914 — Concluded

CITY	VOLUMES IN FREE LIBRARIES	CIRCULA- TION	RECEIVED FROM TAX
Middletown.....	15 520	61 895	\$4 500 ..
Mount Vernon.....	29 030	169 663	14 500 ..
New Rochelle.....	30 750	128 884	12 330 ..
New York.....	2 194 623	14 987 466	1 335 061 96
Manhattan.....	1 130 738	8 918 083	741 768 36
Bronx.....			
Richmond.....			
Brooklyn.....	870 355	4 791 684	437 728 20
Queens.....	193 530	1 277 699	155 565 40
Newburgh.....	43 275	81 915	3 710 43
Niagara Falls.....	24 440	64 185	7 500 ..
North Tonawanda.....	11 721	35 869	3 000 ..
Norwich.....	11 496	26 723	1 000 ..
Ogdensburg.....	17 421	30 164	2 000 ..
Olean.....	11 745	61 648	4 575 ..
Oneida.....
Oneonta.....	12 948	29 834	1 800 ..
Oswego.....	8 707	7 082	750 ..
Plattsburg.....	13 910	33 973	2 974 17
Port Jervis.....	19 852	45 438	3 200 ..
Poughkeepsie.....	50 029	103 092	12 025 ..
Rensselaer.....	3 409	13 982	a
Rochester.....	114 034	316 661	36 000 ..
Rome.....	16 701	42 862	1 000 ..
Salamanca.....
Schenectady.....	34 072	172 874	11 000 ..
Syracuse.....	113 536	395 058	47 893 ..
Tonawanda.....	7 722	13 813	450 ..
Troy.....	52 086	109 186	6 500 ..
Utica.....	73 275	208 351	29 553 ..
Watertown.....	26 663	74 005	7 300 ..
Watervliet.....
Yonkers.....	38 605	213 339	10 500 ..
Total.....	3 694 684	20 189 812	\$1 730 228 68

a Financial data not reported in 1914.

Free circulating libraries in incorporated villages of over 4000 population, 1914

VILLAGE	VOLUMES IN FREE LIBRARIES	CIRCULA- TION	RECEIVED FROM TAX
Albion.....	12 065	34 039	\$1 000 ..
Ballston.....	3 507	12 467	600 ..
Catskill.....	9 674	28 346	1 750 ..
Fredonia.....	10 542	29 107	1 000 ..
Freeport.....	4 325	18 287	1 500 ..
Gouverneur.....	6 403	17 659	700 ..
Hastings.....	1 797	5 313
Haverstraw.....	6 425	11 935
Hempstead.....	4 000	6 077
Herkimer.....	12 448	30 552	1 500 ..
Hoosick Falls.....	5 139	31 500	700 ..
Hudson Falls.....	2 827	23 641	500 ..
Ilion.....	16 296	49 533	2 500 ..
Lancaster.....
Lyons.....	1 218	10 355
Malone.....	8 606	15 420	1 168 64
Mechanicville.....	7 204	4 425	383 65
Newark.....	9 503	32 498	1 500 ..
Nyack.....	9 655	39 513	2 883 ..
Ossining.....	8 114	45 666	3 000 ..
Owego.....	9 925	22 992	1 342 99
Peekskill.....	9 581	12 210
Penn Yan.....	8 491	17 737	1 000 ..
Port Chester.....	3 001	10 393
Potsdam.....	6 651	18 889	1 200 ..
Saranac Lake.....	5 849	22 714	500 ..
Saratoga Springs.....	4 670	8 227	539 85
Seneca Falls.....	4 090	10 849	500 ..
Solvay.....	5 747	20 158	2 700 ..
Tarrytown.....	10 334	31 853	2 000 ..
Walden.....	2 705	9 803	400 ..
Waverly.....	5 022	9 483	150 ..
Wellsville.....	11 283	14 205	1 000 ..
White Plains.....	15 569	82 710	7 000 ..
Whitehall.....	2 687	12 513	300 ..
Total.....	245 353	751 069	\$39 318 13

SUMMARY OF LIBRARIES REPORTING

	NEW YORK CITY (GREATER NEW YORK)	ALL OTHER CITIES	VILLAGES OF OVER 4000 POPU- LATION	ALL OTHER PLACES	TOTAL
Population.....	4 766 883	2 002 805	223 394	2 120 532	9 113 614
Per cent of population...	52	22	3	23	100
Free circulating libraries...	102	63	35	293	493
All other libraries.....	26	32	4	21	83
Total libraries.....	128	95	39	314	576
Volumes in free circulat- ing libraries.....	2 194 623	1 500 061	245 353	1 134 613	5 074 650
Per cent of volumes.....	43	30	5	22	100
Volumes in all other li- braries.....	3 044 836	1 517 512	21 995	214 969	4 799 312
Total volumes.....	5 239 459	3 017 573	267 348	1 349 582	9 873 962
Per cent of total.....	53	30	3	14	100
Free circulating libraries having books in foreign languages.....	101	55	19	94	269
Circulation from free li- braries.....	14 987 466	5 202 346	751 069	1 977 145	22 918 026
Per cent of circulation.....	65	23	3	9	100
Circulation from all other libraries.....	490 730	127 310	6 250	126 759	751 049
Total circulation.....	15 478 196	5 329 656	757 319	2 103 904	23 669 075
Per cent of total.....	65	23	3	9	100
Received from local tax...	\$1 344 861 76	\$440 706 62	\$39 318 13	\$52 186 37	\$1 877 072 88
Per cent from local tax...	72	23	2	3	100
Total amount available...	\$2 337 494 25	\$1 119 946 75	\$78 622 38	\$287 959 77	\$3 824 023 15
Per cent of total.....	61	29	2	8	100
Books, periodicals and binding.....	\$545 744 65	\$395 275 73	\$17 648 94	\$80 291 28	\$1 038 960 60
Per cent for books etc....	52	38	2	8	100
Salaries.....	\$1 202 208 49	\$416 458 08	\$26 038 29	\$71 627 30	\$1 716 332 16
Per cent for salaries.....	70	24	2	4	100
Total expenditures.....	\$2 187 457 12	\$956 133 19	\$63 794 52	\$202 564 88	\$3 409 949 71
Per cent of total.....	64	28	2	6	100

LIBRARY BUILDINGS

During the year seventeen libraries have occupied new or reconstructed buildings, as follows:

LIBRARY	DATE OF OCCUPATION	APPROXI- MATE COST
Alden, Ewell Free Library.....	May 1914.....	\$30 000
Bay Shore.....	February 1914....	6 500
Brooklyn Public Library		
Brownsville Children's Branch.....	September 1914...	79 000
Eastern Parkway Branch.....	July 1914.....	79 000
Canandaigua, Wood Library.....	July 1914.....	30 000
Carmel Literary Union Library.....	May 1914.....	45 000
Falconer Free Library.....	August 1914.....	1 300
Howells Free Library.....	December 1913...	2 000
Mohawk, Weller Library.....	March 1914.....	30 000
New Rochelle Public Library.....	May 1914.....	75 000
New York Public Library		
Fort Washington Branch.....	April 1914.....	119 000
Melrose Branch.....	January 1914....	103 000
Washington Heights Branch.....	February 1914....	124 000
West 40th St. Branch.....	October 1913....	119 000
Woodstock Branch.....	February 1914....	117 000
Ossining Public Library.....	March 1914.....	26 000
Stamford Village Library.....	January 1914.....	3 000

CHARTERS, REGISTRY AND TRANSFERS

During the year 22 library charters were granted, of which 8 were absolute and 14 provisional. One of the absolute charters granted was to replace the provisional charter of an institution already in the University. The remaining 7 absolute and the 14 provisional charters were granted to libraries not previously connected with the University, making a gain of 21 chartered libraries for the year.

One charter was amended to increase the number of trustees from seven to nine and to change the term of office from five to seven years. The charter of one library was revoked.

A library gift conditioned on the provision of a suitable site and the annual payment of \$1000 a year for maintenance was approved.

Seventeen libraries and 1 branch were registered as maintaining a proper standard, but 15 of these libraries were previously incorporated by the Regents and so do not constitute new institutions in the University. The record of registration of 1 library was corrected by making a change in the name, and the registration of 4 libraries was rescinded.

The 21 chartered libraries added to the University during the year, together with the 3 registered libraries not previously connected with the University, make a total gain for the year of 24 institutions. From this must be deducted, however, the 4 libraries whose registration was rescinded and the 1 whose charter was revoked, leaving a net gain of 19, with a total enrolment of 542.

Two transfers of library property were approved, one from a school library to a public library and one from a free library to a school library.

EXPENDITURES

An appropriation of \$25,000 for distribution to libraries was made by the Legislature at the regular session of 1913. This was \$10,000 less than had been appropriated for the same purpose for the preceding year. A balance of \$5.98 carried over from the previous year made a total of \$25,005.98 available on October 1, 1913, the beginning of the fiscal year. In November 1913, at the special session of the Legislature, an appropriation of \$1413.69 was made to pay to libraries grants applied for the preceding fiscal year but not paid because the appropriation for the purpose had been exhausted. At the session of the Legislature in 1914 \$10,000 was appropriated to replace a like amount deducted at the 1913 session.

These two supplementary appropriations brought the total available for the year ending September 30, 1914, up to \$36,419.67.

There were 647 grants made to libraries in amounts varying from \$5 to \$100, the total disbursement for this purpose amounting to \$36,189.79, an average of \$55.93 for each grant. As payments were made to 393 different libraries, the average grant to a library was \$92.08. These figures include the payment of \$1159.67 on 13 applications due the previous year, for which a special appropriation was made in November 1913.

Owing to the uncertainty at the beginning of the year as to whether there would be more than the \$25,005.98 available for distribution to libraries, the grant to each was reduced from \$100 to \$65. When the additional \$10,000 was received supplementary payments were made. This procedure accounts for the large number of grants as compared with the number of libraries to which the grants were paid. For purchasing of printed material for distribution to libraries and for proper expenses incurred for their benefit \$220.36 was spent, making a total expenditure from this fund of \$36,410.15 and leaving a balance of \$9.52. This balance does not represent a real surplus which was not needed, it being merely an odd sum that could not be used as no library applied for so small an amount. The applications of 23 libraries for grants aggregating \$1805 could not be paid because the appropriation was exhausted, and as a result these libraries, through no fault of their own, lost the grants to which they were entitled and for which they had qualified.

This exhaustion of the appropriation is but a repetition of what has occurred every year for the past five or six years. With the free public libraries in the State increasing at the rate of 18 or 20 every year it is evident that the appropriation to be distributed to them must be increased also if they are all to share in the bounty which the State offers.

As the appropriation for the purchase of books and for binding was only \$1000, it was not deemed advisable to have any binding done. Orders for books were placed to the full amount of the \$1000, but the bills paid within the year amounted to only \$286.49.

FIELD WORK

Through a misunderstanding the Legislature at the regular session of 1913 failed to make provision in the appropriation bill for the salary of one of the organizers. The salary was restored

at the special session in the fall, but the Division was deprived of the organizer's services for the first three months of the year and the field work was greatly crippled in consequence. This reduction in the staff, coupled with the extremely limited fund available for traveling expenses, made it impossible to give the field work the attention it should have received.

The 542 libraries connected with the University by charter or registration are subject to visitation by the representatives of this Division, and during the year 172 visits were made. Of these visits, 14 were for the purpose of conducting library institutes and 40 were for the organization of libraries.

It is not possible for the regular organizer to give more than two weeks to any one library and the average time is about 10 days. There are, however, a number of libraries in the State in need of organization, in which there are so many volumes that it is impossible for the organizer to accomplish satisfactory results in a period no longer than two weeks. This problem has been solved in a few cases by arranging to have the work done by senior students of the New York State Library School as practice work. During the year six students gave a month to work of this kind, gaining thereby excellent experience and rendering a very useful service to the State. Special care is taken to be certain that the students are adapted to the work to be done. In addition to this assistance, members of the Library School faculty and of the State Library staff have cooperated in the work of visitation and organization.

Library institutes. A somewhat different plan for the library institute meetings has been adopted. For several years past the programs of the institutes have been general and the topics discussed were selected from a suggested list sent out each year. The more popular topics were repeated from year to year while others, worthy of equal consideration, were neglected. The committee of the New York Library Association, which cooperates with this Division in carrying on the institutes, prepared a comprehensive plan intended to cover in a general way the whole field of library work in the meetings held during three or four consecutive years. The subject chosen for discussion at the institutes this year was the selection and acquisition of books. A detailed syllabus was prepared, printed and sent to the libraries in advance of the scheduled meetings. Owing to the limited funds available for carrying on this work, the number of meetings was limited to 20.

This reduction from the usual number of meetings prevented the attendance of some representatives from the more isolated districts, but there were 418 libraries or supervisory school districts represented, as compared with 423 the previous year when 30 meetings were held. The sessions were attended by 847 persons as compared with 963 the previous year. Had it been possible to hold 30 meetings instead of 20 the figures of attendance would undoubtedly have greatly exceeded those of the preceding year.

Three members of the staff of this Division, one from the State Library, one from the Library School and one from the School Libraries Division, took part in 15 meetings, and at two of them two representatives were present. An increasing interest in the institutes on the part of school authorities is evidenced by the attendance of 42 school librarians, eight State normal school librarians and 41 district superintendents. The success of the new plan is assured if attendance and interest are safe criterions by which to judge.

New York Libraries. The back files of New York Libraries are referred to constantly in the office, for information to be used in reply to inquiries made by libraries throughout the State. To make more easily accessible the contents of the three volumes covering the period from October 1907 to August 1913 a cumulative index was published in place of the usual single volume index which would otherwise have been issued for volume three. New York Libraries has proved to be one of the most effective agencies for promoting the work of the Division, performing a service that could be rendered in no other way. No effort has been made to increase the number of subscriptions as the publication is intended primarily for distribution to libraries in this State. Each year, however, a few new subscribers are added to the mailing list.

TRAVELING LIBRARIES

During the year, 14,625 volumes were added to the collection and 64 withdrawn, leaving a net gain of 14,561. This brings the total number of volumes in the collection up to 74,221.

Fixed groups. There are 6625 volumes in fixed groups provided with printed finding lists which have been freely annotated. The value of these groups is becoming more evident each year. Made up as they are of books recommended for their positive value they often form the nucleus of a larger library. They can be readily combined with books from the miscellaneous collection so

that a community may have a well-balanced collection of good literature and at the same time secure books on agriculture, domestic science or any other subject in which its members are especially interested. The fixed group and open shelf collection complement each other; each serves a very useful purpose in itself and in combination. That no additions were made to the fixed group collection was due to the fact that the insistent demands of the work in other directions made it impossible to devote time to planning new fixed groups.

Open shelf collection. The greater number of volumes must always be in this collection because of the advantages which its flexibility affords. Since there is no printed catalog, the selection of books involves the submission of typewritten lists of available books and the preparation and typing of 1024 such lists last year represents a large amount of labor.

Foreign books. The foreign books now total 2176 volumes, of which 627 were added during the year. The following nine languages are now represented: Italian, Polish, German, French, Hungarian, Yiddish, Danish, Spanish and Swedish. New books have been added in each of these languages, the last three of which were not previously represented. The most frequent demand for these books is from free public libraries, and the languages in greatest request are Polish, Italian and German.

The collection should be much larger and more varied. This applies specially to Polish books. It is often inadvisable for a library in a community where there is not a large foreign population to purchase books in foreign languages, as they are soon read by the comparatively few people interested in them and then become dead wood on the shelves. It is much better and more economical for such a library to depend upon the traveling libraries for its supply of books in foreign languages. The selection is likely to be better, and after the books have been read they can be returned and a fresh collection secured. In this way books that would soon become useless as the property of a small library can be passed on from community to community until worn out in actual service.

Loans. More requests for traveling libraries were filled during the year ending September 30, 1913, than in any previous year, totaling 45,651 volumes in response to 1114 applications. That record was entirely eclipsed in 1914, however, when 55,753 volumes

were sent out in response to 1388 applications, distributed as follows:

TO WHOM LENT	NUMBER OF APPLICA- TIONS FILLED	NUMBER OF VOLUMES SENT
Taxpayers.....	126	7 709
Public libraries.....	152	9 410
Public schools.....	548	17 709
Study clubs.....	309	12 571
House libraries.....	148	1 461
Charitable institutions.....	2	171
Other organizations.....	92	5 665
Total.....	1 377	54 696
Exhibits.....	11	1 057
Grand total.....	1 388	55 753

The percentage of increase over last year in the number of applications filled was 24.6 and in the number of volumes sent 22.2.

As shown by the following table, covering the past 23 years, the number of loans has increased from 389 in 1892 to 55,753 in 1914.

Loans, October 1, 1891-September 30, 1914

YEAR	APPLICA- TIONS FILLED	VOLUMES SENT
1892.....	<i>a</i>	389
1893.....		3 318
1894.....		11 064
1895.....		13 680
1896.....		21 233
1897.....		23 383
1898.....		32 730
1899.....	406	32 654
1900.....	397	35 624
1901.....	443	33 654
1902.....	530	33 572
1903.....	517	32 431
1904.....	575	34 931
1905.....	644	35 944
1906.....	660	34 528
1907.....	779	40 377
1908.....	742	36 769
1909.....	852	45 511
1910.....	819	45 142
1911 (April-September) <i>b</i>	207	10 223
1912.....	794	31 302
1913.....	1 114	45 651
1914.....	1 388	55 753

a No accurate records available until 1899.

b Records from October 1, 1910-March 28, 1911, destroyed when the State Library burned.

If this table is compared with that given in the Education Department Report for 1913 it will be noticed that there are some discrepancies in the earlier statistics. This is due to the difficulty of obtaining exact figures, since in the beginning the emphasis was laid on the book circulation. At first, books for the general public and those for university extension courses and study clubs were sent from different sections of the Library. This explains the apparent contradiction in the statement which appears in several reports that the first traveling library was sent out in February 1893. The latter statement refers to the miscellaneous collections sent to groups of taxpayers. As shown by the table, books were sent out as early as 1892 but these were for the use of university extension centers.

Since this information has been obtained with some difficulty, the following table for the years 1892-99 has been prepared, giving the statistics for the two groups and citing the reports from which the information has been gathered. The term "university extension" includes books sent to extension centers, study clubs and summer schools, while "traveling libraries" are the miscellaneous collections sent to public schools, public libraries and groups of taxpayers.

Loans, October 1, 1891 to September 30, 1899

YEAR	APPLICA- TIONS FILLED	VOLUMES SENT		SOURCE OF INFORMATION
		University extension	Traveling libraries	
1892.....	a	389	Extension Report, 1895, p. 208-9
1893.....	918	2 400	State Library Report, 1893, p. 48
1894.....	1 314	9 750	Extension Report, 1894, p. 113; 1895, p. 208
1895.....	4 115	9 565	Extension Report, 1895, p. 201-10
1896.....	7 539	13 694	Extension Report, 1896, p. 144- 45, 147-48
1897.....	11 032	12 351	Extension Report, 1897, p. 134- 38
1898.....	18 763	13 967	Extension Report, 1898, p. 28-36, 40-41
1899.....	406	18 747	13 907	Public Libraries Report, 1899, p. 484, footnote

a No accurate records available until 1899.

Public schools. For the first time the public schools have taken the lead as borrowers both in regard to the number of libraries applied for, in which the increase over last year was 89.6 per cent,

and in the number of volumes borrowed, an increase of 73.4 per cent. It is specially gratifying that the chief contributors to this increase were the small district schools. The efforts of the School Libraries Division to stimulate the reading of good books are accomplishing manifest and definite results.

Study clubs. Fifteen new study clubs were registered. Until last year study clubs had always been the largest borrowers of traveling libraries. Notwithstanding a decrease of 16 applications from the record for the preceding year, twice as many were filled from study clubs as from any other source except public schools. It is probable that the largely increased loans to public libraries have met, to some extent, the needs of these clubs.

Exhibits. In order that the people most likely to be interested might have an opportunity to learn about the traveling libraries, collections of 25 or more volumes have been lent as exhibits, for brief periods, to public libraries, special meetings of district superintendents, county fairs and to the State fair at Syracuse.

Needs. The tremendous increase in the demand for traveling libraries by schools has made a larger collection of juvenile books imperative. The need of books in foreign languages is scarcely less pressing and it is necessary to add to the general collection generously if the demands made upon it are to be satisfied. Owing to the impossibility of securing an adequate supply of bookcases, a large number of libraries were sent out without this really necessary protection for the books, and there are at present approximately 150 libraries in use for which cases were not available.

The stress of work made it necessary to put aside all matters that did not require immediate attention, and as a result practically no bibliographies were prepared. The conveniences of the present quarters have added greatly to the efficiency of the staff, which otherwise would have been unable to perform the work, but with the constantly increasing use of traveling libraries some additional assistance is necessary if prompt and efficient service is to be maintained. Although the use made of these libraries has nearly doubled in ten years there has been no increase in the number of persons employed in the performance of the work.

Never in the history of the movement has the future of the traveling library in this State been more auspicious; its service is statewide in its appeal and in the advantages it offers to both old and young. Only by having a well-selected and adequate supply of books and a sufficient force for satisfactory service, however, can it fulfil its mission of furnishing good literature to remote rural

communities, of providing books for the use of study clubs and those seeking information on special subjects, and of serving as a base of supply for the small libraries throughout the State.

SCHOOL LIBRARIES DIVISION

PREPARED BY SHERMAN WILLIAMS, CHIEF OF THE DIVISION

Purposes of reading. The reading done in school is likely to be for one or all of the following purposes:

- 1 For pleasure
- 2 To supplement school studies
- 3 To establish the reading habit and direct it into proper channels.

These purposes are named in the inverse order of their importance and the direct order of ease of accomplishment. The pupils will accomplish the first if left to themselves, provided they have access to attractive books, but they would accomplish the same purpose through better reading if they were somewhat aided. The second purpose, as a rule, is accomplished only through the rather direct oversight of the teacher. This can be made a very important function of the school library, though far from being the most important. The third purpose is the library's great function, leading to the formation of life-long reading habits on the children's part. It is here that the lack of teachers trained for such work is most keenly felt.

The children all learn how to read while in school. They will all read when they go out into life. Many of them will spend much time in reading. What will the results be? What kind of reading will they do? Will it serve any other purpose than merely to occupy the time? Will it be helpful or harmful? Uplifting or degrading? Will it develop constructive or destructive ideas? Will it lead to higher or lower ideals of life? Will it increase or lessen their faith in humanity? Will it develop their altruism or their selfishness? Will it increase their patriotism or their greed? Will it lead them to sympathize with the unfortunate or create an indifference toward mankind as a whole? Will it broaden their lives or narrow them? These and similar questions that must arise in the minds of thoughtful men are to be considered, must be considered, by all earnest school men. The solution of these questions rests more largely upon the proper use of the library and the reading tastes developed than upon anything else that the school can do.

Aims of the school library. Children should be trained to like to read what is worth while. They can no more be trusted to

acquire this taste by themselves than to acquire, unaided, any other desirable taste or habit. A few will do it but the great majority will not. It is chiefly as an aid to the formation of the habit of reading what is worth while that school libraries are maintained, without which this result would, to the great majority of children, be impossible. We are therefore interested in making sure that these libraries have enough books, and books adapted to the work in hand. We need next to see that the habit of reading good books is formed. This calls for teachers as carefully trained for this work as for teaching arithmetic, grammar, geography or other subjects commonly taught in school. It is more important than any of these, or all of them put together, but it has received little attention.

Do our schools teach the use of books? How many pupils when entering a high school know how to use a dictionary to a good advantage? How many are able to do this even after completing a high school course? How many know how to ascertain quickly what a book contains? How many can use chapter and page headings, index and table of contents to advantage?

The reading done in high schools seems to be chiefly for information; yet our ideals, which make our lives what they are, come chiefly through reading books that are inspirational rather than informational.

The use of the school library should tend toward intelligent and independent work in the schoolroom. It should tend to rouse interest in subjects outside of textbooks, to bring pupils in touch with the best writers on whatever subject they may at the time be interested in, and to prevent the merely routine and deadening work of the school.

A change in ideals as to the purpose of the school library is much needed. The library is not a mere adjunct of a school — desirable, as is a gymnasium or an auditorium. It is a vital part of the school equipment and its proper use is as important as any other factor in school work. The school library should have a very definite purpose. Its work can not be done by the public library. The latter may and ought to supplement the work of the school library but it can never be a satisfactory substitute for it. This ought to be too obvious to call for discussion. No other agency can be an effective substitute for a school library any more than there can be a satisfactory substitute for a good home.

Education should be, and is, a lifelong process. The education obtained at school forms only a small part of the education of a lifetime, though a very important part. Whether a pupil learns a

little more or a little less of subject matter during his school life is not of the greatest moment, but the direction given to one's life and thought during that period is of the greatest importance. Everything else being equal, of course the more subject matter a child learns at school the better, but there are more important things than mere knowledge. What we know does not necessarily bear much relation to what we do. Our feelings influence our actions much more than does our knowledge. Our ideals determine our lives more than all else beside, and our ideals are largely determined by the atmosphere in which we live; therefore the creation of proper ideals during school life is of the utmost importance. The comparatively brief school life should prepare for the much longer period of after-school education. The child should leave school prepared to make the most of the opportunities for after-school education and, to some extent, to create opportunities. That work in school is most valuable which contributes most largely to the building of proper ideals, the development of right tastes, and the creation of right habits. The school library should be a large factor in this work.

Circulation from school libraries. An attempt has been made to learn to what extent the school libraries have been used. Reports have been asked for from district, village and city superintendents. A few of these have failed to respond, others have estimated the reading as no accurate records were kept, but most of the city and village superintendents, and some of the district superintendents, have been able to give exact figures. It is believed that the general result is sufficiently accurate to enable us to know rather definitely to what extent the school libraries are used.

Six district superintendents made no report whatever and twenty-one reported no statistics. Three village superintendents made no report and seven others had no library records and could therefore give no information. Only two cities failed to report and in each case the superintendent had recently died. Five superintendents reported that no records of circulation were kept.

District superintendents able to give information reported a circulation of.....

District superintendents reported a circulation of.....	576 332	volumes
Village superintendents reported	137 758	"
City superintendents reported	13 223 379	"

Total circulation from the schools of
the State

13 937 469 "

If the circulation not reported on account of lack of records were added, it would bring the total well up toward 15,000,000, or about ten books for each pupil in the public schools.

Evidently there is no difficulty in getting pupils to do enough reading. An attempt has been made to increase and improve the character of the reading done in the rural schools through having certificates, signed by the teacher and the district superintendent, given to those pupils who read five volumes from the school library. During the past school year 37,703 such certificates were issued. The number will be greatly increased this year.

Incentives to better reading. District superintendents report greatly increased interest in the school libraries since the plan of giving certificates for reading done went into effect. This work has been carried on under the general direction of a committee of the district superintendents, to whom much credit is due. They are now considering a supplementary plan to improve the character of the work done, as follows: 200 volumes of standard literature are to be selected, including juvenile fiction, biography, history, poetry and other classes of literature, the best books of each class that the pupils can read with pleasure. On the completion of the elementary course of six years, a diploma is to be given to each pupil who has read fifty of the books named, each class of literature being represented in due proportion. This plan will be certain to improve the general average of the reading. The degree of success in this matter will depend upon the skill, energy, tact, and patience of the teachers and the district superintendents. Many of the latter have been very enthusiastic and efficient, while a few have been wholly indifferent.

Training in use of the library. The greatest obstacle to success in the proper use of school libraries is the fact that many teachers have themselves never been trained to care for good literature. They read little except newspapers, cheap magazines and cheaper fiction. Such teachers do not know how to use the school library to the best advantage, and it is not their fault. The normal schools, training schools and training classes do very little to prepare their pupils for this work, in spite of the fact that it would be the most helpful and valuable thing that they could do. Reports from these schools fully bear out the statements made. The pupils from our high schools enter the various training schools pitifully ignorant of good literature. The courses of study in our secondary schools and schools for the training of teachers warrant the pupils in thinking

that good reading is of minor consequence. This attitude is shown by the following statements made by training class teachers in recent reports: "The members of our training class have very little time to spend in reading library books during the term. Both teacher and girls feel that all their time is needed in order to prepare for the examination." That is, other things must be done, but training in the use of the library is of little moment and can be omitted without serious consequences. Another says, "We can not take the time." But time must be taken for other subjects. A third says, "We have little time for reading that is not related to our work." That is, training to use the library is not regarded as being part of the work of the training schools. And so it goes.

The following quotations are from reports from normal school principals in regard to the work done in their schools to prepare students to make effective use of the school library: "We are not doing anything in a direct way to train teachers in the use of libraries." Another says, "No formal instruction." Clearly, not much inspiration in the use of school libraries is indicated in these quotations.

Formal study of literature, vs. "joy-reading." As to high school work in literature, a normal school principal says that the great majority of the high school graduates who come to him do not distinguish between an index and a table of contents. That they are unable to do this may not be of much consequence in itself, but it speaks loudly as to the lack of familiarity with books. Doubtless time enough is given to literature in most of our high schools, but it is to the history of literature and the biography of authors rather than to literature itself. Pupils are required to dissect literature rather than to read and enjoy it. If they are allowed to read, it is to have the specter of an examination hovering over them rather than to hold delightful communion with an author or his creations.

It must have been noted by thoughtful teachers of experience that pupils coming from homes where there are many books are likely, in literary taste and development, to be far in advance of other pupils of equal or superior native ability who have not such homes. Why is it? Are pupils from reading homes given a narrow course in reading, held to the reading of a few books and examined on them? Quite the reverse. They are allowed to read what they will, when they will, and how they will, and are not formally examined though doubtless their parents talk with them informally more or less about the books they read. Why can we not

learn a lesson from this? A formal examination in literature is the best possible way to make a child dislike literature. It has been very effective for a long series of years. Is it not time to try something else? Let them read and read—read extensively and about what they will—guiding them by suggestion rather than direction. This will be far more effective. Our high school libraries are largely made up of books intended for adults and it is not possible to interest young people in them. In this connection we quote the following: "It is safe to say that two-thirds of the poor teaching in high school English classics is due to the failure of the teachers to realize that high school pupils are boys and girls, not men and women. The first or second year high school students are children with the child's love of a story, of action, of the lively, vigorous, pulsating facts of life. Why should these young people be denied the wholesome thing which their natures demand? They are hungering for the bread of reality and we give them the cold stone of abstraction."

If we are so to train our pupils that they are to become reading and thinking men and women we must begin with the first year primary and continue the work through the high schools. The various schools for training teachers must do their share in fitting their students for the work.

It should be said at the outset that some schools are doing most admirable work, especially some of our large city high schools, but the schools in general are not. The rural schools are making more progress in this work at present than is any other class of schools, though many have not yet awakened to the importance of forming proper reading habits. But the outlook is good. Aside from the need of teachers better trained for this work is the need of more library books suited for the pupils of the first four grades and a good supply of suitable supplementary reading matter.

The elementary schools in the cities and villages are very unlike in their work. Some are doing exceedingly well, others practically nothing, in the way of training pupils to like good reading. Many of the grade room libraries are a farce, being made up largely of textbooks on various subjects. Many have no books for supplementary reading.

If pupils might be given credit for having read a given number of books of a proper character during their high school course, this credit being given on the certificate of both teacher and principal without any formal examination on the reading done, vastly more

would be accomplished in creating a fondness for good reading than is done now, and no harm would be done to any one.

Reports on libraries. A blank for report regarding library matters was sent to each secondary school of the State and 661 responded. Of these, only 114 employ a regular librarian and most of these librarians are employed for part time only; only 46 of these schools have their libraries open during vacation; in 345 schools the accession books do not show when a book is lost or worn out, therefore the accession books are of little account. These facts show the general lack of interest and system. The blank forms for report call for much other information and, when received, are turned over to the inspectors for verification when they visit the schools. They are also expected to discuss the matter of libraries and their use with principals and, if need be, with boards of education.

Supervision of libraries. Every secondary school should employ a librarian, and, in case of a large high school, one who gives full time to the work. This matter should be pressed home as it is exceedingly important. The need of a specially trained person to visit high schools and ascertain what is being done with their libraries, and to offer suggestions and advice, is very great. This work can not be done very effectively through correspondence alone. Most boards of education realize little of the practical value of a library and some high school principals are equally lacking in this respect. The foundation trouble is that there are no "counts" credited to reading, except for formal examinations in literature, which are harmful oftener than helpful.

The library work in the schools of the State is the one instance in which unification has not yet taken place. For illustration, in order to be chartered as a school of a certain grade there must be a given value in library books suitable for use in the academic work. This ought not to be. It is a survival of the time when the elementary schools were administered by one department and the secondary schools by another. The result has been that the academic departments, which only a small portion of the pupils ever reach, have had far more money expended for their libraries than have the elementary schools, through which all the pupils must pass. This is both unfortunate and unjust. It would seem to be better and more helpful if a given value in library books were required, and the various departments equitably treated in the purchases.

Much money has been unwisely expended in buying library books. Very few books are purchased that are not good in themselves, but

many are not adapted to the particular school for which they are bought. This Division does not feel justified in saying that it will not approve a good book merely because it will be read by only a few pupils and is of no value to the great majority. It has seemed wise to leave to the community much freedom of choice even though that freedom be sometimes exercised unwisely. It has been thought better to determine the choice indirectly through sending out annotated lists of books. One that suggests suitable books for elementary school libraries has been sent to every district in the State. For secondary schools one list on commercial subjects has already been sent out and another on English; one on history is ready for publication as soon as money is available for printing, and others are in preparation.

PUBLICATIONS AND PRINTING

Aside from the usual office forms and stationery, 16 books, bulletins, handbooks and circulars and 3 traveling library lists were issued by the four library divisions during the year ending September 30, 1914, as listed below.*

STATE LIBRARY

Best Books of 1913. 60p. (Bibliography Bulletin 54)

This is the usual annotated and classified list of about 250 of the books deemed best worth purchase by the public libraries of the State.

LIBRARY SCHOOL

27th Annual Report of New York State Library School, 1913. 37p.
(Library School Bulletin 35)

Circular of Information, 1914-15. 33p.

Summer Session, 1914. 4p.

EDUCATIONAL EXTENSION DIVISION

New York Libraries: v. 4, no. 1-4

A 32-page quarterly bulletin published in the interest of the libraries of the State and sent free to them and to all members of library boards.

* For convenience in reference the different numbers of the several series of State Library bulletins (Bibliography, Legislation, Library School) are bound consecutively as supplements to the Annual Report of the Director of the State Library, the annuals issued in the various series in each year being bound with the Annual Report of the corresponding year, that is, *Best Books of 1914* and the Library School report for 1914 are bound with the Annual Report for 1914, though issued in 1915. For this reason the bulletins supplementing the report do not correspond to those issued during the year as here listed.

Public Library Allotments. 12p. (Handbook 8, part g)
Study Clubs. 8p. (Handbook 8, part s)
Traveling Libraries. 10p. (Handbook 8, part t)
Traveling library lists
 Miscellaneous: A4, A5
 Young people's list: J25

SCHOOL LIBRARIES DIVISION

Annotated Book List for Secondary School Libraries: Commercial subjects section, prepared by W. E. Bartholomew. 16p.

——— English section. 28p.

Rules to Govern the Lending of School Library Books. 6p.

Aids in Helping to Train Pupils in the Elementary Schools to Like Good Literature. 3p. (University of the State of New York Bulletin 552)

Suggested List of Books for School Libraries. 8p. (University of the State of New York Bulletin 553)

Indexing. During the past year 26 separate indexes to publications of the University have been made in the State Library, filling 241 pages when printed, and indexing 4165 pages in the documents to which they were appended.

STAFF

The permanent staff of the State Library, Educational Extension Division and Library School numbers 105 persons (all engaged in actual library work) exclusive of orderlies, elevator men, cleaners, porters etc. who are attached to the Administration Division of the University. Besides this regular staff, there were 11 persons who assisted temporarily, 7 being employed part of the time in the mending and repairing of manuscripts; there were also 16 employees in the Library bindery.

Since October 1, 1913 there have been (including the 11 temporary assistants mentioned above) 36 resignations from the staff of the State Library, Educational Extension Division and Library School: 3 young women resigned to be married; 17 staff members were transferred to other State departments or to other divisions of the University; 4 took positions outside the State service and one was dismissed for unsatisfactory work.

Transfers between State departments. These 25 resignations within a year from a permanent staff of 105 mean that nearly one-fourth of the staff of the Library has changed in that short time, a

percentage which must seriously affect the continuity and quality of the work, and which must raise serious question as to why so many resign. The 3 young women resigning to be married are not an undue proportion; the 4 who took positions outside the State service represent a form of loss chiefly to other libraries, which is rather steady year after year and with which no fault can be found.

The 17 persons transferred to other State departments or to other divisions of the University represent losses which, while admitting of an explanation wholly complimentary to the Library staff, yet are larger than they should be and may fairly be traced to local conditions connected with existing civil service rules and practice. Within the last two years the Civil Service Commission has made transfer from one State department to another easier and more attractive by removing the six months' service requirement after transfer before increase in salary can be made. The Civil Service Commission has also encouraged transfer from one department to another instead of original appointment from an existing eligible list when vacancies occur. This means that when there is a vacancy the department or office in which it occurs is encouraged to look for a satisfactory person in another department rather than to go to the civil service eligible list and make an original appointment. This means further that in all such cases of transfer two new clerks instead of one must learn new duties. Such easy and frequent transfer also has the effect of tending to increase the State budget for salaries, since each transfer must be accompanied by a promotion. This has had the effect of encouraging certain State departments to ask for larger salaries than would be necessary if they recruited their staff from original appointments, solely that they may outbid other departments for desirable clerks. There would seem to be such a thing as making transfer between departments altogether too easy for the good of the service, and the figures and facts given above suggest that this point has been reached.

Pensions. The too numerous resignations just referred to, while seriously affecting the routine work of the Library, are mostly in the lower grades of the service. The Library is exceedingly fortunate in having upon its staff an "Old Guard" now numbering 20 persons, all of whom count from 15 to 26 years of continuous service. So large a number in one State office, of those with such exceptional records for service of a length and competency quite unusual, is a constant reminder that the State of New York has made no provision for service or retirement allowances for those of

its civil servants who are spending, some a lifetime, others the best years of a life, in the State's employ.

The pension idea, both for public and private services, is being rapidly extended and is coming to be accepted as a definite incidence of employment. It is recognized that retiring allowances follow as a logical consequence upon the merit system of appointments, not primarily from reasons of sentiment nor out of humanitarian regard for the employee but chiefly from sound reasons of public policy and efficiency. The burden of proof for granting pensions to public employees has shifted — is still shifting. They are no longer urged as a *right* to the servant but as a *benefit* to the service.

New York and many other states pension volunteer firemen, policemen, teachers, judges and employees of the supreme court; New York City offers service pensions to all of its thousands of employees. A dozen other states have anticipated New York in general pension legislation for all civil servants. Industrial pensions are paid by the New York Central and Pennsylvania Railroads, the Pullman Company, the Westinghouse Company, the Edison Company of Boston, several of the largest banks in the country and other similar business agencies.

There has been in existence in New York State for several years an association of civil service employees, which has introduced into several legislatures a bill seeking to establish the machinery for granting retiring allowances to employees in the classified civil service. These bills do not represent a sufficiently thorough study of the situation. The matter is a large one and requires expert actuarial consideration and a careful study of the experience of all existing pension systems which have been in operation long enough to offer profitable lessons. It is, too, distinctly a matter which should be initiated by the State itself and not by its employees. The State Civil Service Commission is the logical agency to undertake the investigation looking toward a system of retiring allowances. Other states, notably Massachusetts, have created special expert commissions to make a competent and thoroughgoing study of the entire question of retirement allowances for civil servants, with the thought that early or sporadic provisions for such allowances should be made to conform to a logical and scientific plan and not allowed to provide in recurring single instances and without sufficient consideration, for special classes and groups of employees.

The most potent arguments for pensions to civil servants may be summarized as follows:

1 To relieve the public service from the inefficiency of the superannuated employee.

2 To encourage thrift through compulsory saving. The assessments on employees are justified on this ground.

3 The same humanitarian reasons are pertinent here as in the payment of any old age pensions.

4 The reasons which have induced many of the largest and best managed industrial corporations to pay pensions apply with equal force to the State.

The fundamental features of a good pension scheme are that it be :

1 Contributory — employer and employed sharing in the upbuilding of the pension fund and in the cost of administration.

2 Compulsory.

3 Actuarially sound.

4 Administered by a competent and informed State office as part of a unified system for all State pensions.

5 So safeguarded as properly to prevent or restrict employment after retirement.

It is earnestly to be hoped that the Governor or the State Civil Service Commission may shortly give serious consideration to inaugurating such a pension system as a logical corollary and complement to the merit system which now after thirty years numbers over 19,000 employees of the State of New York.

Library meetings. Four members of the staff attended the annual meeting of the American Library Association at Washington, D. C., in May 1914, and ten were at the meeting of the New York Library Association at Ithaca, September 7-12, 1914.

During the year under review the Director of the State Library served as president of the National Association of State Libraries and of the New York Library Association. He presided at the 17th annual meeting of the former body in Washington, May 27-28, 1914. His address in opening the meeting, "The State Library and Its Librarian," is printed in the Bulletin of the American Library Association, July 1914, 8:271-75. At the 24th annual meeting of the New York Library Association, which met at Ithaca, September 7-12, 1914, as the guests of Cornell University, the president's address was on "Library Planning." This is printed in the Library Journal, October 1914, 39:747-52, and in New York Libraries, November 1914, 4:134-39.

Respectfully submitted

JAMES I. WYER, JR

Director

APPENDIX

Financial summary

Balances, appropriations and expenditures, October 1, 1913-September 30, 1914
Including State Library, Library School, Educational Extension and School Libraries Divisions

ACCOUNTS	BALANCES OCT. 1, 1913	ANNUAL APPROPRIATIONS AVAILABLE OCT. 1, 1913	TOTAL FUNDS AVAILABLE OCT. 1, 1913	EXPENDITURES 1914	BALANCES SEPT. 30, 1914	
					LAPSED TO TREASURY	AVAILABLE
Salaries.....	\$106 560 ..	\$106 560 ..	\$104 681 20	\$1 878 80
Books, serials and binding
General library	20 000 ..	20 001 12	2 317 59	1 12	\$17 682 41
Annual appropriation.....	\$1 12	225 373 83	187 107 57	38 266 26
Special appropriation.....	225 373 83	2 002 10	12 50	2 10	1 987 50
Medical library.....	2 10	2 000 ..	2 500 36	267 48	36	2 232 52
Law library.....	36	2 500 ..	2 001 09	15 85	1 09	1 984 15
Technological library.....	1 09	2 000 ..	2 221 ..	914 59	28	1 306 13
Library for the blind.....	221 ..	2 000 ..	1 000 ..	286 49	713 51
Traveling libraries.....	b 36 413 69	37 779 67	34 516 13	3 263 54
Grants to free public libraries.....	a 1 365 98	97 023 04	97 023 04	97 023 04
Grants to school libraries.....
Total.....	\$226 965 48	\$269 496 73	\$496 462 21	\$427 142 44	\$1 883 75	\$67 436 02

a The figures in this table are based on accounts actually paid out during the fiscal year and therefore differ from those under Expenditures, pages 69-70, which are based on expenditures for *applications made during the same period*.
b Includes deficiency appropriation of \$1413.69.

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BRONZE MEDALLION AT MAIN ENTRANCE OF EDUCATION BUILDING

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- 1 List of Books in the Library for the Blind (Bibliography Bulletin 55)**
- 2 Best Books of 1914 (Bibliography Bulletin 56)**
- 3 Cataloging Rules; prepared for the course in elementary cataloging, New York State Library School, by Jennie D. Fellows (Library School Bulletin 36)**
- 4 28th Annual Report of New York State Library School, 1914 (Library School Bulletin 37)**

University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y.,
under the act of August 24, 1912

Published fortnightly

No. 593

ALBANY, N. Y.

JUNE 15, 1915

New York State Library

Bibliography 55

LIST OF BOOKS

IN

THE LIBRARY FOR THE BLIND

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LIST OF BOOKS

IN

THE LIBRARY FOR THE BLIND

SUGGESTIONS FOR USING THE LIBRARY

Foundation. A collection of books in embossed types for the blind was begun by the State Library March 19, 1896. Mrs Salome Cutler Fairchild was appointed librarian for the blind and held the position from 1896 to 1905.

Plan and aim. In starting the work the whole subject of reading for the blind was thoroughly examined, that all plans might be based on their peculiar needs. Visits were made to the institutions for the blind in New York City, Philadelphia and Baltimore and cordial help was received from William B. Wait, Edward E. Allen and F. D. Morrison, the superintendents of those institutions.

The aim of the New York State library for the blind is to lend books, music and current magazines printed in raised type to blind persons in New York State. The collection now numbers between 4000 and 5000 books and pieces of music printed in five different systems: American Braille, English Braille, Line letter, Moon type, and New York point.

If you wish to borrow from the library, make out a list of books, magazines and music which you would like and send it addressed: State Library for the Blind, Albany, N. Y.

Give author and title of each work wanted, taken from the finding list, and always specify the type, for example,

New York point	Dickens	David Copperfield
American Braille	Fiske	Mississippi Valley in the Civil War
Moon type	Goldsmith	Vicar of Wakefield

Mention also any types you are able to read besides those in which you send for books, and state what system you prefer.

At least ten titles should be put on each list as some of the books which you ask for may already be lent to other readers.

Time books may be kept. Books and music may be kept one month; if you wish to keep any of them longer, write to the librarian and, unless wanted by another reader, they will be lent to you for two weeks more. Magazines should be read quickly and returned by themselves. Primers may be kept as long as needed. Alphabet sheets need not be returned.

Transportation. The postal laws allow books for the blind to be sent free through the mails, if the printed labels provided by the library are used in each case. On account of the size and weight of the books, postmen are not required to deliver the packages, but some readers write that they have been able to make arrangements for delivery by parcel post.

In returning books by mail, the printed label, which is laid in the book pocket of each book sent out, must be pasted on the outside of the package. Always return the book in the same wrapping in which it was sent. No package weighing more than 4 pounds should contain more than one volume.

If your postmaster should decline to accept a book which you wish to return, please retain the book and notify the librarian for the blind at once.

Care of the books. All who use this library should take the utmost care of the books. Look out for the two dangers, soiling and wear.

- 1 Keep the books clean.

- 2 Rest the fingers lightly on the letters. Pressure would soon make the book unreadable. A certain sum is appropriated for the library each year. If every one is careful in using the books now in the collection, all this money can be spent for new books. If some readers are careless it will be necessary to spend part of it in buying new copies of soiled and worn books. The following extract from a borrower's letter shows the result of such carelessness: "I found dots and complete letters erased. It seems to me that it would help some if readers were notified that they must be careful not to erase. I have known people who read in such a way that a book once read by them could not be read again except by an experienced

reader who was imaginative enough to figure out what letter should have been where one is changed or wanting."

One of the readers finds it helpful to place a thin pasteboard under each page as it is read. This throws the letter into more distinct relief and makes it unnecessary to pass the fingers many times over the same letter.

Learning to read. If you are not now able to read an embossed print, alphabet sheets and primers of the systems will be sent to you, and books, magazines and music in the system preferred will be lent to you. Three-fourths of the requests sent to this library are for books, music and magazines printed in New York point, undoubtedly because the majority of the readers have attended the State School for the Blind at Batavia or the New York City Institute for the Education of the Blind. These readers often interest their friends to take up the New York point system and for that reason the following explanation of that system is given.

New York point. All characters are formed by one or more of eight points arranged in two rows of four each (:::). For convenience in memorizing, these points are numbered 1 to 8, the odd numbers 1, 3, 5, 7, being used for the upper row and the even ones 2, 4, 6, 8, for the lower row; thus, "e" (·) is point 1, "t" (·) is point 2, "a" (·) is points 1 and 3, "n" (·) is points 2 and 4, "d" (·) is points 1, 3 and 4, etc.

In the primer eight letters (a-h) are given on the first page, being followed by words in which these letters are used; six additional letters are given and used on the second page, etc. The word signs (groups of points representing frequently used words, such as "and," "the," "of," etc.), numerals and marks of punctuation, are on pages 5, 6, and 7 of the primer.

The groups of points representing numerals and marks of punctuation are the same as those for some of the letters. When used as numerals they are preceded by the number sign, formed by the first six points; for example, the number sign followed by a space and points 2 and 3 (::: ·) represents "7" while points 2 and 3 without the number sign (·) represent "o." When used as marks of punctuation, extra space precedes and follows the characters.

The reading is from left to right, the fingers of the right hand usually following the characters and those of the left keeping the place of the beginning of the next line. While the first finger is generally used in reading, some have not found

it sufficiently sensitive. One of our readers, finding that the third finger of the left hand was the only one he could use, learned to read with that.

For those learning any of the systems it is suggested that a seeing member of the household become familiar with the characters of the systems so as to recognize them by sight and thus be able to give ready aid.

Moon type. The Moon type is easily learned, all except five of the letters having some suggestive lines of the corresponding letters in ink print. The first letters to be learned should be o, c, l, j, and n. On the alphabet cards the ink letters above the embossed ones are partly dotted, the solid lines indicating the raised parts of the letters. In this system the reading is from left to right and right to left in alternate lines, a curved line guiding the finger at the end of each line to the beginning of the one following.

An extract from the letter of a reader 84 years old is here given: "On the 27th of July, 1906, I made the acquaintance of ———, who has been blind for 13 years, two years longer than myself. My object was to help her, if need be, with the Moon type. I found that she lacked but two months and one day of being 70 years old. She had never felt an embossed letter and was not acquainted with the facilities that New York State and other states give to the blind. I the same day loaned her the Sermon on the Mount, and made her acquainted with the facilities extant for the blind, of which she at once availed herself. One month after, on the 27th of August, she had read the Sermon on the Mount twice and the Gospel of St Mark and one or two other books once. I hope this may encourage many others afflicted with blindness to try to learn the Moon type, which is easy with a little perseverance."

Another word of appreciation and pleasure: "Today I am returning Lincoln's Love Story. How beautifully it is written! I have enjoyed this book most of all my finger reading. Oh! this reading, 'tis going to give me such an independent comfort."

American Braille. American Braille is also a popular system in which the library has many books, magazines and pieces of music.

English Braille. English Braille has the most contractions and word signs and is used in stenography. The library has quite a large collection of books in this system.

Line letter. There are many interesting titles in the Line letter but it is the most difficult to learn and is the only system which can not be written. Books are no longer printed in this system.

Correspondence. Letters may be written in New York point or in American Braille to the librarian for the blind.

Cooperation. Word is received from new readers of the large number who would enjoy books from the State Library but who do not yet know that they are available. Will every one who reads this kindly send to the librarian for the blind the addresses of all blind persons known to him, living in New York State.

The librarian for the blind would also be very glad to receive addresses of seeing persons, one or more in each town, who would cooperate with the State Library by visiting the blind and explaining the plans of the library.

BOOKS IN AMERICAN BRAILLE

Periodicals

Canada's premier magazine for the blind; monthly, Sept. 1913-date
 Church items; monthly, except July and August, Nov. 1911-date
 Illuminator; quarterly, June 1912-date
 Matilda Ziegler magazine; monthly, Dec. 1911-date
 Searchlight; quarterly, Oct. 1911-date

Odd numbers

Lists of books

New York Public Library. Catalogue of books for the blind
 Perkins Institution for the Blind. New Braille publications of the Howe
 Memorial press
 ——— Selected list of Braille books, in literature and fiction, including
 juvenile books, Nov. 1910

Religion and ethics

Allen, E. E. Tobacco in schools for the blind
 Allen, James. As a man thinketh
 Babcock, M. D. Joy of work
 Bound with Babcock's *Success of defeat*
 ——— Success of defeat
 Baldwin, James. Old stories of the East. 4v.
 Beals, E. E. Law of financial success. 2v.
 Besant, Mrs Annie (Wood). Path of discipleship. 2v.
 Comegys, B. B. ed. Primer of ethics
 Conway, B. L. Question-box-answers. Replies to questions received on
 missions to non-Catholics by Rev. Bertrand L. Conway. 3v.
 Coppens Charles. Protestant reformation; how it was brought about in
 various lands
 Deharbe, Joseph. Full catechism of the Catholic religion tr. from the
 German by Rev. John Fander. 2v.
 Dewey, Mrs J. M. comp. Ethics; stories for home and schools
 Drummond, Henry. "First"!; a talk with boys
 Fairchild, J. H. Moral science; or The philosophy of obligation. 3v.
 Friendship outstays the hurrying flight of time
 Gilmour, Richard. Bible history containing the most remarkable events of
 the Old and New Testaments to which is added a compendium of church
 history. 2v.
 Keller, Helen. The world I live in. 4v.
 Kieffer, A. R. Upper country where the King lives
 Luther, Martin. Small catechism
 Poulsson, Emilie. Ninety Bible stories
 Promise, prayer and praise
 Protestant Episcopal Church in the U. S. Hymnal. v.1
 ——— Offices from the Book of common prayer
 ——— Order for the administration of the Lord's supper or holy com-
 munion
 Roosevelt, Theodore. Character and success
 Schaeffer, N. C. ed. Bible readings for schools

- Stockwell, H. G.** Business methods and the ethics of practical affairs
- Swedenborg, Emanuel.** Emanuel Swedenborg; his life and extracts from his theological writings. 2v.
- Thomas à Kempis.** Following of Christ; in four books, a new translation from the original Latin to which are added practical reflections and a prayer at the end of each chapter. 2v.
- Wagner, Charles.** The simple life
- White, Mrs E. G. (Harmon).** Steps to Christ

Bible

- Bible.** O. T. Book of Esther
- Psalms; ed. by R. G. Moulton. 2v.
- Book of Psalms no. 1-19
- Gospel of St. Matthew**
- St Mark
- St Luke
- St John
- Eleven familiar chapters** from the Psalms and other books of the Bible
- Bible selections.** Scripture lessons for the kindergarten
- Gilmour, Richard.** Bible history; containing the most remarkable events of the Old and New Testaments to which is added a compendium of church history. 2v.
- Poulsson, Emilie.** Ninety Bible stories
- Schaeffer, N. C. ed.** Bible readings for schools

Roman Catholic Church

Printed by the Xavier Free Publication Society for the Blind, New York City

- Benson, R. H.** The King's achievement. 3v.
- Camm, Bede.** Heroes of the faith; by Dom Bede Camm
- Catechism of Christian doctrine**
- Conway, B. L.** Question-box-answers. Replies to questions received on missions to non-Catholics by Rev. Bertrand L. Conway. 3v.
- Coppens, Charles.** Protestant reformation; how it was brought about in various lands
- Crawford, F. M.** Marzio's crucifix
- Deharbe, Joseph.** Full catechism of the Catholic religion. 2v.
- Devotion for mass**
- Finn, F. J.** Percy Wynn; or Making a boy of him. 2v.
- Gilmour, Richard.** Bible history; containing the most remarkable events of the Old and New Testaments to which is added a compendium of church history. 2v.
- McDonnell, V.** Wings for the weary; or Lessons from nature
- Popular manual of church history.** 3v.
- Sheehan, P. A.** Musings on the seasons; or Extracts from "Under the cedars and the stars"
- Bound with McDonnell's *Wings for the weary*
- Thomas à Kempis.** Following of Christ in four books, a new translation from the original Latin to which are added practical reflections and a prayer at the end of each chapter. 2v.

Social questions, politics and government

Benjamin, Park. About the navy

Conservation of national resources; papers received from the Bureau of Research of Nelson's encyclopedia, and from the National Conservation Association

Dole, C. F. American citizen. 2v.

Fish, G. T. American manual of Parliamentary law, or The common law of deliberative assemblies, systematically arranged for the use of the parliamentarian and the novice

Fiske, John. Manifest destiny

From Fiske's *American political ideas*

Hayne, R. Y. & Webster, Daniel. The Hayne-Webster debate of 1830 on Mr Foot's resolution in the Senate

Montgomery, D. H. General summary of English constitutional history

From Montgomery's *Leading facts of English history*

Our national government; from the Youth's companion. 2v.

Contents: v. 1, The presidency, by Theodore Roosevelt; Electing the president, by Editors; The inauguration, by R. L. O'Brien; What the president does, by H. A. Herbert; Messages and vetoes, by Editors; The president's secretary, by E. W. Halford; Presidential succession, by Editors; Dinners and receptions, by H. P. Spofford; Character of the Senate, by Hannibal Hamlin; Senate chamber, by Editors; Powers and duties, by J. G. Carlisle; Daily occupations, by H. C. Lodge; Reporting debates, by E. V. Murphy. v. 2, Congressional records, by J. G. Blaine; Executive sessions, by Editors; Election of senators, by Editors; The pages of the Senate, by F. G. Carpenter; Our congressmen, by T. B. Reed; The popular House, by E. W. James; The House in session, by Editors; The speaker, by T. B. Reed; The novice in Congress, by J. D. Long; Wit and humor in Congress, by H. L. Nelson; Congressmen at work, by Editors; The Supreme court, by F. D. C. Faust; Our highest tribunal, by D. J. Brewer.

The ship of state, by those at the helm. 2v.

Contents: v. 1, The presidency; Life of a senator; Life of a congressman; Supreme court of the U. S.; How Jack lives; The naval war college. v. 2, How our soldiers are fed; How the army is clothed; Good manners and diplomacy; How foreign treaties are made; Uncle Sam's law business; The American post office.

Thompson, R. E. Political economy

United States. Constitution of the United States

Wells, David. Robinson Crusoe's money; or The remarkable financial fortunes and misfortunes of a remote island community

Wilson, Woodrow. Government of Great Britain; ch. 10 from the State; abridged by A. J. Newman

Education

Allen, E. E. Education of defectives

— Impressions of institutions for the blind in Germany and Austria; from the Outlook for the blind 1910

Burbank, Luther. Training of the human plant

Burritt, O. H. Recreations in a school for the blind

Campbell, S. E. (Faulkner) lady. Training in the requirements of social life at home and in society; and the best methods for securing it; by Lady Campbell; from the Outlook for the blind, July 1912.

"Don't"; or Directions for avoiding errors in speech and conduct, by Censor

Emerson, R. W. Self-reliance, an essay

La Sizeranne, Maurice de. The blind as seen through blind eyes; translation by F. P. Lewis

Marden, O. S. Doing everything to a finish and other papers; from "Success"

Contents: Doing everything to a finish; Character building; The game of the world

——— Education under difficulties; and Conduct as a fine art; from "Success"

——— Enthusiasm and other papers; from "Success"

Contents: Enthusiasm; Help yourself society; Medicine for the mind

——— & Bayley, Abner. Good manners, a passport to success

Smiles, Samuel. Four essays

Contents: Influence of character; Work; Courage; Self-control

Tilden, J. N. & Clarke, Albert. Geography of commerce. 3v.

Washington, Booker T. Putting the most into life

Fairy stories and legends

Including mythology

Andersen, H. C. Fairy tales (selections)

Contents: The fir tree; The steadfast tin soldier; Little Thumbelina; The loving pair; The leaping match; The money box; The old house

Arabian nights entertainments. Ali-Baba, or The forty thieves; and Aladdin, or The wonderful lamp. (Heart of oak books)

——— Story of Sinbad, the sailor

——— Three sisters and Prince Ahmed

Baldwin, James. Old Greek stories

Chadwick, Mrs M. L. Pratt. Myths of old Greece. 2v.

——— Stories from old Germany: Nibelungenlied, Lohengrin, Boewulf, and Legends of Norseland

Cooke, F. J. Nature myths and stories

Craik, Mrs D. M. (Mulock). Five little fairy tales

Contents: Little One Eye, Little Two Eyes and Little Three Eyes; Tom Thumb; Rumpelstilzchen; Little Snowdrop; Snow-white and Rose-red

Fairy-book

Contents: The frog-prince; King of the golden mountain; The fisherman and his wife; Jorinda and Jorindel; The six swans; Rumpelstiltskin; The golden bird; Riquet with the tuft; The white cat; Rakshas and Bakshas; Story of the noses; The abbot and the emperor

Five popular tales

Contents: Little Red Riding-hood; Bluebeard; Beauty and the beast; The princess and the nuts; Fortunatus

The house in the wood

How the cliff was clad and other pieces

Contents: How the cliff was clad, by Björnstjerne Björnson; The tree, by Björnstjerne Björnson; Buckwheat, by H. C. Andersen; The darning needle, by H. C. Andersen

Jack and the beanstalk and four other tales

Contents: Jack and the beanstalk; Cinderella; Puss in boots; Jack the Giant-killer; Diamonds and toads. (Heart of oak books)

Mulock, D. M. See Craik, Mrs D. M. (Mulock)

Pratt, M. L. See Chadwick, Mrs M. L. Pratt-

Richards, Mrs L. E. (Howe). Golden windows (Book of fables for young and old)

Tappan, E. M. Myths of Japan; myths of the Slavs; myths of India; from "Myths from many lands"

Language

Including primers

English

Advanced speller

Andrews, E. S. comp. Easy way to learn the Braille alphabet

Cyr, E. M. Children's readers, first to fourth

Davis, E. H. Beginners reading books, first to fourth

Grover, E. O. Outdoor primer

Harper's series. School and family readers. Selections from Harper's fifth reader

Hicks, W. E. Champion spelling book. 6v.

Hill, D. J. Rules for punctuation; taken from David J. Hill's Rhetoric

Improved Braille primer

Krackowizer, A. M. First reader; containing nature myths and stories from Hiawatha and from history

Lights of literature; books 1 and 2 in 3v.

Contents: book 1, First reader by H. A. Perdu and F. E. La Victoire. book 2, vol. 1 and 2, Second reader by S. A. Sprague

Maxwell, W. H. Advanced lessons in English grammar; for use in higher grammar classes (Maxwell's English ser.) 3v.

Monroe. New primer

Penniman, J. H. comp. Prose dictation exercise from the English classics

Primary speller

Reader. 4v.

Riverside primer and reader (Riverside literature ser.) 2v.

Shear, S. R. Baldwin speller, by S. R. Shear assisted by M. T. Lynch. 2v.

Southworth, G. A. & Goddard, F. B. Our language, part I

Spelling exercises. Michigan's 800 words and a list of homonyms with definitions and illustrative sentences

Stickney, J. H. Word by word; an illustrated primary spelling-book for showing the structure of English words and training the vocal organs

Swinton, William. New word analysis. 2v.

——— & **Cathcart, G. R.** Easy steps for little feet. 2v.

Trench, R. C. On the study of words

French

Dumas, Alexandre. Episodes from Monte Cristo: Le chateau d'If. 2v.

——— Episodes from Les trois mousquetaires

——— L'évasion du Duc de Beaufort

German

Bernhardt, Wilhelm. Auf der sonnenseite (Heath's modern language ser.)

Eysenbach, William. Shorter Eysenbach; a practical German grammar. 2v.

Goethe, J. W. von. Hermann und Dorothea. 2v.

Grimm, J. L. K. & W. K. Grimm's Fairy tales; selected by W. H. Van der Smissen

Hauff, Wilhelm. Die geschichte von Khalif Storch (Der jugend lieblings märchenschatz von Franz Otto)

———— Das kalte herz

Lessing, G. E. Minna von Barnhelm

Müller, Margarethe & Wenckeboche, Carle. Glück auf; a first German reader

Otto, Franz. Die geschichte von der schönen Melusine (Der jugend lieblings märchenschatz)

Scheffel, J. V. von. Der trompeter von Säckingen

Schiller, J. C. F. von. Gustav Adolphe in Deutschland

———— Wilhelm Tell

Latin

Allen, J. H. Latin primer

———— *Same*, Lessons to accompany

———— & **Greenough, J. B.** Important rules of Latin syntax (Allen & Greenough's Latin grammar)

Caesar. Gallic war; first four books (Allen & Greenough's Latin ser.)

Catullus. Catullus (College series of Latin authors)

Cicero. De senectute; De amicitia. (Cambridge Greek and Latin texts)

———— Select orations: Pompey's military command; Conspiracy of Catiline (1, Invective against Catiline; 2, Character of the conspiracy; 3, How the conspiracy was suppressed; 4, Sentence of the conspirators); Citizenship of Archias. (Allen & Greenough's Latin ser.)

Horace. Odes and epodes (College series of Latin authors)

———— Satires and epistles. 2v.

Sallust. Bellum Catilinae. Sallust's Catiline, with parallel passages from Cicero's orations against Catiline; by J. W. Scudder

Terence. Phormio

Tibullus. Albii Tibulli libri quattuor; recensuit Lucianus Mueller

Virgil. First six books of the Aeneid

Science

Huxley, T. H. Introductory; science primers

Sheehan, P. A. Musings on the seasons; or Extracts from "Under the cedars and the stars"

Bound with McDonnell's *Wings for the weary*

Astronomy

Young, C. A. Elements of astronomy. 2v.

Geology; including physical geography

Dana, J. D. Geological story briefly told

Geology; science primers. 2v.

Guyot, A. H. Physical geography

Old ocean; selections from the Youth's companion

Physical geography; science primers. 2v.

Shaler, N. S. First book of geology. 2v.

Mathematics

Hall, F. H. Arithmetic reader

Prince, J. T. Arithmetic by grades. Books 3-5

Wentworth, G. A. Grammar school arithmetic

— *Same*, Answers to

— New plane and solid geometry omitting demonstrations and formulas. Books 1-6

— *Same*, Definitions from

— School algebra. 3v.

— *Same*, Answers to

Natural history

Andrews, Jane. Stories Mother Nature told her children

At home in the forest; selections from the Youth's companion

Bertelli, Luigi. White Patch; Bertelli's Italian story of Ciondolino for American boys and girls by Angelo Patri. 3v.

Bits of bird life; selections from the Youth's companion

Burnet, Margaretta. Zoology; for high schools and academies

Chase, Annie. Stories of birdland

Clodd, Edward. Childhood of the world

Gibson, W. H. Eye-spy; afield with nature among flowers and animate things

Johonnot, James. Friends in feathers and fur, and other neighbors. 2v.

Life in the sea; selections from the Youth's companion

McDonnell, V. Wings for the weary, or Lessons from nature

Our little neighbors; selections from the Youth's companion

Parker, Theodore. The material world and man's relation thereto

Bound with Barlow's *Voice of nature*

Patri, Angelo, pseud. See Bertelli, Luigi

Story of Buzzy

Swinton, William & Cathcart, G. R. comp. Readings in Nature's book. 2v.

About animals

Turner, E. A. Our common friends and foes; a nature reader

Wright, Mrs Mabel (Osgood) & Coues, Elliott. Citizen bird. 2v.

Physics and chemistry

Chemistry; science primers. 2v.

Gage, A. P. Introduction to physical science. 3v.

Physics; science primers. 2v.

Remsen, Ira. Elements of chemistry

Useful arts, health and hygiene

Allen, E. E. Physical education of the blind

Allen, Mrs Mary (Wood). Man wonderful; the marvels of our bodily dwelling. 2v.

Altmeier, C. L. Exercises; from The model typewriting instructor

- Bearbrand yarn manufacturers.** Manual of handiwork. Bearbrand yarns; ch. 6
- Bell, G. A.** Poultry management (U. S. Department of agriculture; Farmer's bulletin 287)
- Business letters;** selections from "Twentieth century letter writer," "Practical typewriting" and "Book of business letters"
- Chase, Annie & Clow, E.** Stories of industry
- Cleveland, F. A.** Supplementary matter for classes in business law; from "Funds and their uses." 2v.
- Cutter, Calvin.** Comprehensive anatomy, physiology and hygiene. 2v.
- Emerson College of Oratory.** Physical culture of the Emerson College of Oratory, Boston
- Emery, M. S.** Every-day business
- Greene, Homer.** Coal and the coal mines. 2v.
- Gregg, Mrs Mary (Kirby) & Kirby, Elizabeth.** Aunt Martha's corner cupboard; stories about tea, coffee, sugar, rice etc. (Altemus young people's library)
- Hutchinson, Woods.** Colds and how to catch them; and Headache, the most useful pain in the world; from "Preventable diseases"
- Jewett, Mrs Frances (Gulick).** The body and its defenses. 3v.
——— Good health; from Gulick hygiene ser. book I. 2v.
- Kirby, Mary.** See Gregg, Mrs Mary (Kirby)
- Lincoln, D. E.** Hygienic physiology
- Lincoln, Mrs M. J. (Bailey).** Mrs Lincoln's Boston cook book
- McKeever, W. A.** Cigarette boy
- Martin, H. N.** The human body; a text-book of anatomy, physiology and hygiene. 3v.
- Neal, E. V. & Cragin, C. T.** Modern illustrative bookkeeping; introductory course
- Physiology; science primers.** 2v.
- Pinchot, Gifford.** Primer of forestry. 3v.
- Richards, E. H. & Elliott, S. M.** Chemistry of cooking and cleaning. 3v.
- Richardson, B. W.** Public school temperance
- Ritchie, J. W.** Primer of sanitation; being a simple work on disease germs and how to fight them. 5v. Illustrated
- Rocheleau, W. F.** Newspapers; books; from Great American industries 3d book; Manufactures
- Schumacker, Anna.** Knitting and crocheting; from the Columbia book of yarns
- Sheldon, A. F.** Science of successful salesmanship; a series of lessons correlating the basic laws which govern the sale of goods for profit. 2v.
- Shower of babies booties** (Woman's home companion)
- Talbot, Mrs Mary (White).** How to make baskets
- Webster, E. H.** Butter-making on the farm (U. S. Department of agriculture, Farmers bulletin no. 241)
- White, Mary.** See Talbot, Mrs Mary (White)
- White, T. R.** Business law
——— Definitions (Business law)

- Wilson, George.** Five gateways of knowledge
Wright, B. K. Practical and economical cook-book
Wright, Orville & Wilbur. Wright brothers aeroplane
 Bound with Eames's *An afternoon with Chief Croker*

Amusements

Game of chess

Rhetoric

- Genung, J. F.** Digest of rules; from Genung's Outlines of rhetoric
 ——— Outlines of rhetoric; and a progressive course of prose composition. 4v.
Lockwood. Rhetoric chapters 4, 5, 8. 3v.
 ——— & **Emerson.** Composition and rhetoric for higher schools, part 1, 2 and 4

Literature

Essays

- Addison, Joseph.** Sir Roger de Coverley papers (The Spectator)
Bacon, Francis. Selections from the essays of Lord Bacon
Burroughs, John. Pastoral bees; Speckled trout; Strawberries; from "Locusts and wild honey"
Curtis, G. W. My chateaux
De Quincey, Thomas. English mail coach
Emerson, R. W. Five essays: Compensation; Heroism; Over-soul; Circles; Gifts
 ——— Four essays: Love; Friendship; Nature; Self-reliance
 ——— Representative men
 ——— Self-reliance, an essay
Hillis, N. D. David Livingston; a study of nineteenth century heroism
 ——— George Eliot's "Tito" in "Romola"
 ——— Hawthorne's "Scarlet letter" and the retributive workings of conscience; a study of the necessity and nobility of repentance and the confession of sin
 ——— John Ruskin's "Seven lamps of architecture," as interpreters of the seven laws of life; a study of the principles of character building
 ——— The new times and the poets and essayists as prophets of a new era
 ——— Study of Browning's "Saul"; the tragedy of ten talent men and their recovery
 ——— Tennyson's "Idylls of the king"; an outlook upon the soul's epochs and teachers
 ——— Victor Hugo's "Les misérables"
Holmes, O. W. My hunt after the captain; Physiology of walking; Great trees
Lamb, Charles. Dissertation on roast pig
Lord, John. An essay on Savonarola (Beacon lights of history)

Macaulay, T. B. *lord*. Essay on history

——— Pilgrim's progress and John Bunyan, an essay

Ruskin, John. Sesame and lilies; three lectures: 1, Of kings' treasures; 2, Of queens' gardens; 3, Of the mystery of life. 2v.

Smiles, Samuel. Four essays: Influence of character; Work; Courage; Self-control

Taylor, B. F. Grammar of life

Bound with Curtis, *My chateau*

Warner, C. D. A-hunting of the deer; How I killed a bear; Lost in the woods; Camping out

——— How spring came in New England, and A fight with a trout, from "In the wilderness"; Chewing gum, Love of display, A tendency of the age, from "As we were saying"

Histories of literature

Farrar, F. W. Study of English literature

Hamlin, S. A. Pictures from English literature

Matthews, J. B. American literature

Merkley, G. E. History of English literature, biographical and critical, part 2 from the Restoration to the age of Johnson. 2v.

——— History of English and American literature

Watkins, M. C. American literature. 5v.

Humor

Irving, Washington. Legend of Sleepy Hollow

My first season's experience with the honey-bee and other laughable experiences; by American authors

Swift, Jonathan. Gulliver's travels

Miscellany

American orations

Contents: Convention of delegates, March 28, 1775, Patrick Henry; Selections from Webster's reply to Hayne; Selections from Webster's eulogy on Adams and Jefferson; An historical address, by Daniel Webster

Bellamy, Mrs Blanche (Wilder) & Goodwin, Mrs Maud (Wilder) ed.

Holidays and holydays; from "Open sesame," v.3

——— Loyalty and heroism; from "Open sesame," v.3

Blaisdell, A. F. Norman baron and other pieces

Bobby Shafto and other selections

Christmas experiences and other selections

Cup of happiness; compilation

Defense of Lucknow and other selections

Eames, Mrs Emma. An afternoon with Chief Croker

Famous ghosts and other selections

Four sunbeams and other selections

Grayson, David. Adventures in contentment

——— Adventures in friendship

- Holmes, O. W. Prose and poetry
 Longfellow, H. W. Selections from American prose
 Marble, Mrs Annie (Russell). Books that nourish us
 Plato. Selections (Church's translation): Euthyphron; Apology; Pheado;
 Crito
 Rienzi's address and other selections
 Select readings for children
 Selections for declamation. 2v.
Contents: v. 1, Patriotic; v. 2, Miscellaneous
 Swinton, William & Cathcart, G. R. *comp.* Golden book of choice reading.
 2v.
 Teller, Charlotte. Towboating
 Bound with Eames's *An afternoon with Chief Croker*
 Trick versus trick and other selections
 Van Dyke, Henry. The spirit of Christmas
 Verse and prose for beginners in reading (Riverside literature ser.)
 Whittier, J. G. Selections from Child life in prose

Poetry

- Arnold, Edwin. The light of Asia; or The great renunciation. 5v.
 Arnold, Matthew. Selected poems
 ——— Sohrab and Rustum
 Browning, Mrs Elizabeth (Barrett). Rhyme of the Duchess May
 Browning, Robert. Rabbi Ben Ezra; Abt Vogel; Saul; The guardian
 angel; Prospice; Epilogue to Asolande
 Browning. Hillis, N. D. Study of Browning's Saul; the tragedy of ten
 talent men and their recovery
 Bryant, W. C. Select poems
 ——— Sella, Thanatopsis, and other poems
 Burns, Robert. Selected poems
 Burt, M. E. *ed.* Poems that every child should know; a selection of the
 best poems of all times for young people. 6v.
 Byars, W. V. Isle of dreams and other stories in verse. v.1
 ——— New songs to old tunes; and other studies in verse
 Byron, G. G. N. *lord.* Mazeppa and The prisoner of Chillon
 ——— The prisoner of Chillon
 Cary, Alice. Selections
 Clarke, Michael. Story of Aeneas
 ——— Story of Troy. 2v.
 Coleridge, S. T. The rime of the ancient mariner
 Collection of poems from favorite authors
 Cowper, William. Diverting history of John Gilpin
 Curtis, H. R. *comp.* Nonsense anthology
 Drake, J. R. Culprit fay
 Favorite poems of children
 Goldsmith, Oliver. Deserted village
 Havergal, F. R. Poems

Homer. Iliad, books 1, 6, 12, 24 tr. by Alexander Pope

Hood, Thomas. Humorous poems

Keats, John. Selected poems

Kipling, Rudyard. The rabbi's song

Bound with Kipling's *The house surgeon*

————— Selections

The legend beautiful and other selections

Longfellow, H. W. Building of the ship; Hanging of the crane; Morituri salutamus; Keramos

————— Courtship of Miles Standish

————— Evangeline; a tale of Acadia

————— The golden legend. 3v.

————— King Robert of Sicily

————— Santa Filomena

Bound with *Florence Nightingale*

————— Select poems

————— Song of Hiawatha. 2v.

Lowell, J. R. Select poems

————— Selections

————— Vision of Sir Launfal, and other pieces

Lytton, E. R. Bulwer-Lytton, 1st earl of. Lucile by Owen Meredith. 6v.

Macaulay, T. B. lord. Lays of ancient Rome

————— Virginia

From Macaulay's *Lays of ancient Rome*

Meredith, Owen, pseud. See Lytton, E. R. Bulwer-Lytton, 1st earl of

Milton, John. L'allegro; Il penseroso; Comus and Lycidas

————— Paradise lost, books 1 and 2 (Eclectic English classics)

————— Samson Agonistes

Miscellaneous poems. 3v.

Moore, Thomas. Paradise and the peri and other poems

Morris, William. Atalanta's race, and The son of Croesus; tales from The earthly paradise

————— The proud king, and The writing on the image; from Atalanta's race and other tales from The earthly paradise

Paul Revere's ride and other selections

Petrified fern and other selections

Phillips, Stephen. Marpessa

Poe, E. A. Selected poems

Poe, Alexander. Essay on man

————— Rape of the lock

Rees, Harriet, comp. Poetical gems for the kindergarten

Riley, J. W. Selections

Rossetti, D. G. The king's tragedy, and The white ship

Schiller, J. C. F. von. The diver

————— Song of the bell

Bound with Schiller's *The diver*

Scott, Sir Walter, bart. Lady of the Lake

————— Lay of the last minstrel

Shakspeare, William. Songs and sonnets

Tennyson, Alfred, lord. Classical poems of Tennyson: Oenone; Tithonus; Ulysses; Lotus eaters; and Lucretius

——— The day-dream

——— Dora

——— Enòch Arden

——— Enoch Arden and other poems

Tennyson. Hillis, N. D. Idylls of the king; an outlook upon the soul's epochs and teachers

Tennyson, Alfred, lord. In memoriam

——— Locksley Hall

Bound with Tennyson's *Day-dream*

——— Maud

——— The Revenge

Bound with Andrews's *The Little Revenge*

Trask, Mrs Katrina. Christalan

Van Dyke, Henry. Ode to music and other select poems

Whittier, J. G. Selected poems

——— Selections from Child life in poetry

——— Tent on the beach; Stanzas for the times, and other poems

Wordsworth, William. Selections

Drama

Bates, Arlo. Gentle jury; a farce in one act

Byars, W. V. The house of fate

Bound with Byars's *Tannhäuser*

——— Tannhäuser; a mystery in 2 parts

Goethe, J. W. von. Faust; Blackie's translation

Goldsmith, Oliver. She stoops to conquer

Hertz, Henrik. King Rene's daughter; a Danish lyrical drama

Howells, W. D. The sleeping car; a farce

Locke, B. M. Breezy point, a play

Lovell, Maria. Ingomar

Lytton, E. G. E. L. Bulwer-Lytton, 1st baron. Lady of Lyons

——— Richelieu; or The conspiracy; a play in five acts

Shakspeare, William. Antony and Cleopatra; from the edition of W. J. Rolfe

——— As you like it; from the edition of W. J. Rolfe

——— Hamlet; from the edition of W. J. Rolfe

——— Hamlet, prince of Denmark

——— The story of Hamlet

——— Julius Caesar; from the edition of W. J. Rolfe

——— King Henry the Fourth; from the edition of W. J. Rolfe. 2v.

——— King Henry the Fifth; from the edition of W. J. Rolfe

——— King John; from the edition of W. J. Rolfe

——— King Lear; from the edition of W. J. Rolfe. 2v.

——— Macbeth; from the edition of W. J. Rolfe

——— Merchant of Venice; from the edition of W. J. Rolfe

——— Midsummer night's dream; from the edition of W. J. Rolfe

Shakespeare, William. Much ado about nothing; from the edition of W. J. Rolfe

- Othello; from the edition of W. J. Rolfe
- Richard the Third; from the edition of W. J. Rolfe
- Romeo and Juliet; from the edition of W. J. Rolfe
- The tempest; from the edition of W. J. Rolfe
- Twelfth night; or What you will; from the edition of W. J. Rolfe
- The winter's tale; from the edition of W. J. Rolfe

Fiction

Alcott, L. M. "Dicky"

- Onawandah
 - Patty's patchwork
- Aldrich, T. B.** Marjorie Daw
- Quite so
 - A young desperado and other stories

Contents: Young desperado; Mlle Olympe Zabriake; Li tle violinist; Our new neighbors at Ponkapog; Père Antoine's date palm

Amicis, Edmondo de. Cuore, an Italian schoolboy's journal. 2v.

Andrews, Jane. Each and all; the seven little sisters prove their sisterhood

- Seven little sisters who live on the round ball that floats in the air

Andrews, Mrs M. R. (Shipman). Bishop's silence

- Counsel assigned
- Courage of the commonplace
- The Little Revenge
- Majesty of the law

Bound with Andrews's *Counsel assigned*

Baldwin, James, ed. Fifty famous stories retold

Bannerman, Helen. Story of little black Sambo

Bellamy, Edward. Parable of the water-tank from "Equality"

Benson, R. H. The King's achievement. 3v.

Book of stories; selections from the Youth's companion

Contents: Little Jarvis; Why Pat wore the V. C.; The extra freight; A boy in gray; In the school house loft

Bourget, Paul. Monsieur Viple's brother

Brown, A. F. Christmas angel

Bunner, H. C. Zadoc Pine labor union

Bunyan, John. Pilgrim's progress

Bunyan, Macaulay, T. B. lord. Pilgrim's progress and John Bunyan, an essay

Burnett, Mrs Frances (Hodgson). Land of the blue flower

- Little Lord Fauntleroy. 2v.

Carroll, Lewis, pseud. See Dodgson, C. L.

Chester, G. R. Skeezicks elopes

Clemens, S. L. The death disk; by Mark Twain

- The man that corrupted Hadleyburg; by Mark Twain

- The prince and the pauper; by Mark Twain. 2v.

Collodi, C. pseud. See Lorenzini, Carlo

Cooke, Mrs Rose (Terry). The deacon's week

Cooper, J. F. Washington and the spy

From Cooper's *The Spy*, ch. 34

Craddock, Charles Egbert, *pseud.* See Murfree, M. N.

Crawford, F. M. The little city of Hope. 2v.

——— Marzio's crucifix

Cross, Hillis, N. D. George Eliot's "Tito" in "Romola"

Cross, Mrs M. A. (Evans) Lewes. Silas Marner; by George Eliot. 2v.

Daudet, Alphonse. Mr Seguin's goat

——— The pope's mule

Davis, R. H. Eleanore Cuyler

——— Her first appearance

——— Midsummer pirates; from Stories for boys

——— Selections from Stories for boys

Contents: Midsummer pirates; Richard Carr's baby; The great tri-club tennis tournament

Davison, C. S. How I sent my aunt to Baltimore

Defoe, Daniel. Life and surprising adventures of Robinson Crusoe of York, mariner. 2v.

Deland, Mrs M. W. (Campbell). At the stuffed-animal house

From *Dr Lavendar's people*

——— Where laborers are few

from *Old Chester tales*

De la Ramée, Louise. Child of Urbino

——— Dog of Flanders by Ouida

——— Leaf in the storm

——— Nurnberg stove by Ouida

Dickens, Charles. Christmas carol

——— Cricket on the hearth

——— Dr Marigold

——— Great expectations. 12v.

——— Little Nell; from The old curiosity shop

——— Paul Dombey; from Dombey and son

——— The seven poor travelers; and The Holly Tree

——— Stories from Dickens. 2v.

Contents: v. 1, Pickwick papers and Life and adventures of Nicholas Nickleby. v. 2, Oliver Twist

Dodge, Mrs Mary (Mapes). Hans Brinker; or The silver skates. 3v.

Dodgson, C. L. Alice's adventures in Wonderland, by Lewis Carroll

Doyle, Sir A. C. Adventure of the blue carbuncle

——— Adventures of the speckled band

——— Boscombe valley mystery

——— The man with the twisted lip

——— The naval treaty

——— The red-headed league

——— The resident patient

Edgeworth, Maria. Murad, the unlucky

——— Waste not, want not; and The barring out

Edwards, A. B. The four-fifteen express

Eggleston, Edward. The redemptioner; a story in three scenes

Eliot, George, *pseud.* See Cross, Mrs M. A. (Evans) Lewes

Ewing, Mrs J. H. (Gatty). Amelia and the dwarfs

Ewing, Mrs J. H. (Gatty). The brownies

— Christmas crackers

Bound with Ewing's *Three Christmas trees*

— Dandelion clocks and other tales

— Ladders to heaven and Breaking the jam; two stories embossed for use in the teaching of Braille

Contents: Ladders to heaven; a legend, by J. H. Ewing; Breaking the jam, by H. P. Marsh; Letty's globe, by C. T. Turner

— Melchior's dream

— Monsieur the viscount's friend

— Peace egg

— Stories from Mrs Ewing: Our field; The trinity flower; So-so;

A happy family

— Story of a short life

— Three Christmas trees

Field, Eugene. The mouse and the moonbeam

Finn, F. J. Percy Wynn; or Making a boy of him. 2v.

Fox, John, jr. Little shepherd of Kingdom Come. 8v.

Gerry, M. S. The toy shop; a romantic story of Lincoln, the man

Goldsmith, Oliver. Vicar of Wakefield. 2v.

Grant, Robert. Bachelor's Christmas

Greene, Homer. Blind brother

Hale, E. E. Children of the public

Halévy, Ludovic. Abbé Constantin. 3v.

In English

Harraden, Beatrice. Bird of passage

— Bird on its journey

Harte, Bret. Colonel Starbottle for the plaintiff

— Luck of Roaring Camp; and The outcasts of Poker Flat

Hawthorne, Nathaniel. The birthmark; and The threefold destiny

— Great stone face from "Seven American classics"

— House of the seven gables. 8v.

— Little Daffydowndilly and other stories. 2v.

Contents: Sketch of Nathaniel Hawthorne; Little Daffydowndilly; Little Annie's ramble; Snow image; David Swan; Vision of the fountain; Threefold destiny

Hawthorne, Hillis, N. D. Hawthorne's Scarlet letter and the retributive workings of conscience; a study of the necessity and nobility of repentance and the confession of sin

Hawthorne, Nathaniel. Tanglewood tales

Hayes, A. A. Denver express

Herrick, Robert. Master of the inn

Heyse, P. J. L. L'arrabiata

In English

Howe, George. Last slave-ship

Hoyt, A. M. After graduation (Outlook for the blind)

Hugo, Victor. Story of the good bishop, Monsieur Bienvenu; from *Les misérables*. 2v.

Hugo, Hillis, N. D. Victor Hugo's "Les misérables"

Kelly, Myra. See Macnaughton, Mrs Myra (Kelly)

- Kingsley, Charles.** The water babies; a fairy tale for a land baby. 2v.
- Kipling, Rudyard.** "Captains courageous"; a story of the Grand Banks. 4v.
 ——— Garm — a hostage; and other pieces from "Actions and reactions"
Contents: Garm — a hostage; Bees and flies; Power of the dog; Mother hive
- The house surgeon; from "Actions and reactions"
Contents: House surgeon; Rabbi's song
- Lee, Mrs J. B. (Perry).** Mr Achilles. 2v.
- Little, Frances, pseud.** See Macaulay, Mrs Fannie (Caldwell)
- Locke, W. J.** Christmas mystery
- London, Jack.** Call of the wild
- Lorenzini, Carlo.** Pinocchio, the adventures of a marionette by C. Col-
 lodi. 2v.
- Mable, H. W. ed.** Peter Rugg and other stories; from Famous stories
 every child should know
Contents: Peter Rugg, the missing man, by William Austin; Story of Ruth, from the Book
 of Ruth; Rab and his friends, by John Brown; A child's dream of a star, by Charles Dickens
- Macaulay, Mrs Fannie (Caldwell).** The lady of the decoration by Frances
 Little. 2v.
- Macnaughton, Mrs Myra (Kelly).** Christmas present for a lady by Myra
 Kelly
 Bound with Locke's *Christmas mystery*
- A little matter of real estate and other stories by Myra Kelly
Contents: A little matter of real estate; In loco parentis; Land of heart's desire
- A perjured Santa Claus by Myra Kelly
- Maupassant, Guy de.** The necklace
- Muir, John.** Stickeen
- Murfree, M. N.** Down the ravine; by Charles Egbert Craddock. 2v.
- Ouida, pseud.** See De la Ramée, Louise
- Page, T. N.** The new agent
 ——— "Soldier of the Empire"
 Bound with Page's *The new agent*
- The stranger's pew
- Paine, A. B.** The Don't Hurry Club
- Perry, Nora.** Only a little girl
- Phantom umbrella** (Outlook, Nov. 21, 1908)
- Poe, E. A.** The gold bug
 ——— Murders in the Rue Morgue
- Potter, Beatrix.** Tailor of Gloucester
 ——— Tale of Benjamin Bunny
 ——— Tale of Peter Rabbit
 ——— Tale of Squirrel Nutkin
 ——— Tale of two bad mice
- Pyle, Howard.** Men of iron. 5v.
 ——— Merry adventures of Robin Hood. 6v.
- Raspe, R. E.** Tales from the travels of Baron Munchausen; with notes by
 E. E. Hale
- Raymond, R. W.** Selections from Raymond's stories

Reade, Charles. A tale of the sea

Repplier, Agnes. Story of Nuremberg

Rice, Mrs A. C. (Hegan). Mrs Wiggs of the Cabbage Patch

Richards, Mrs L. E. (Howe). Captain January. 2v.

——— Melody. 2v.

Richmond, Mrs G. L. (Smith). On Christmas day in the evening

Riis, J. A. Burgomaster's Christmas

Rolfe, W. J. ed. Tales from Scottish history in prose and verse

Ruskin, John. The king of the Golden River

Saint Pierre, Bernardin de. Paul and Virginia. 3v.

Scott, Sir Walter, bart. Ivanhoe. 3v.

——— Tales from Scott's Ivanhoe by Sir Edward Sullivan

Seawell, M. E. Little Jarvis

Select stories for children

Contents: How Tommy went to jail; Catching a wild-cat; Daughter Itha; The discontented boy; Bright-eyes and Quick-ear; Peggie's garden

Sewell, Anna. Black Beauty; his grooms and companions

Smith, F. H. "Against orders"

——— Sammy

Bound with Smith's "Against orders"

Spyri, Frau Johanna (Heusser). Moni, the goat boy

——— Without a friend

Sterne, Laurence. Sentimental journey through France and Italy (expurgated). 6v.

Stockton, F. R. Casting away of Mrs Lecks and Mrs Aleshine. 2v.

——— The discourager of hesitancy

Bound with Stockton's *The lady or the tiger?*

——— The lady or the tiger?

Stories for children

Contents: Saint Elizabeth and the sick child; A Jewish legend; Ladders to heaven; Saint Elizabeth and the roses; The first Thanksgiving day; Landing of the pilgrims; Moufflou; Mrs Chinchilla; Miltiades is guilty of "Picking and stealing"

Student stories; from the Youth's companion

Tarkington, Booth. Beasley's Christmas party

——— Monsieur Beaucaire

Taylor, Bayard. Little post-boy; printed with wide and gradually lessening line spaces for the use of beginners in Braille

——— Young serf and The two herdboys

Thackeray, W. M. The rose and the ring

——— Vanity Fair; a novel without a hero. v. 1-5

Tolstoi, L. N. count. Where love is there God is also

Twain, Mark, pseud. See Clemens, S. L.

Van Dyke, Henry. First Christmas tree

——— Keeper of the light

——— The mansion

Wallace, Lewis. Ben-Hur; a tale of the Christ. 6v.

Ward, Mrs E. S. (Phelps). Fourteen to one

——— Jonathan and David

Westover, C. M. Bushy; a romance founded on fact (abridged by the author)

White, C. H. Eli

White, S. E. Honk-honk breed; and The two-gun man

Wiggin, Mrs K. D. (Smith). Birds' Christmas carol

——— Mother Carey's chickens. 5v.

——— Old Peabody pew

——— Rebecca of Sunnybrook Farm. 2v.

——— Story of Patsy

Wister, Owen. Philosophy 4

Wyss, J. R. Swiss family Robinson. 2v.

Biography

Collective

Allen, K. G. Sketch of the lives of John Metcalf and Francis Huber

Blaisdell, A. F. Representative authors

Camm, Bede. Heroes of the faith by Dom Bede Camm

Coe, F. E. comp. Heroes of every day life. 2v.

Daring deeds; selections from the Youth's companion. 2v.

Elson, L. C. Great composers and their work. 2v.

Hawthorne, Nathaniel. Biographical stories: Benjamin West; Sir Isaac Newton; Samuel Johnson; Oliver Cromwell; Benjamin Franklin; Queen Christina (Riverside literature ser.)

Heroic adventures; selections from the Youth's companion (Companion ser.). 2v.

Keysor, Mrs J. E. Sketches of American authors. 2v.

Macomber, H. E. Stories of great inventors

Macy, J. C. Young people's history of music; with biographies of famous musicians

Mitchell, D. G. About old story tellers; of how and when they lived and what stories they told

Plutarch. Selections from Plutarch's lives

Reddall, Frederick, comp. Bright boys; or Climbing the ladder of fame (Young people's home library)

Tappan, E. M. comp. Adventures and achievements. 11v.

Contents: v. 1, Bears, Indians and Kit Carson; and The men who explored the Mississippi. v. 2, A naturalist among the alligators; and Israel Putnam. v. 3, The pathfinders Lewis and Clark. and The white champion of the Algonquins. v. 4, Audubon's hostess and other stories. v. 5, Mobbing of Garrison; and Dolly Madison and the burning of Washington. v. 6, Brian of Munster, the boy chieftain. v. 7, The heroine of the Farne Islands; and The lion and the missionary. v. 8, Imprisonment of Adoniram Judson in Burmah. v. 9, Return of Napoleon Bonaparte from Elba and his reception at Grenoble; A quiet talk with Stanley in Africa. v. 10, Dr Kane to the rescue; and A boy geologist and the Doocot Cave. v. 11, Escape of Louis Napoleon from the Fortress of Ham; and Alexander Dumas founds a newspaper

Thackeray, W. M. Lectures on English humorists of the 18th century

Wilson, James. Biography of the blind. 2v.

Yonge, C. M. Heroes of the plague; The petitioners for pardon; The chief of the Arverni (Book of golden deeds)

——— Monthyon prizes; The soldiers in the snow; The second of September; Agostina of Zaragoza (Book of golden deeds)

——— Pass of Thermopylae; The shepherd girl of Nanterre; Leo, the slave; The voluntary convict (Book of golden deeds)

Individual

- Addison.** Macaulay, T. B. *lord*. Life and writings of Addison. 2v.
- Antin.** Antin, Mary. Promised land. 8v.
- Bridgman.** Allen, K. G. Laura Bridgman
- Caesar.** Lord, John. An essay on Julius Caesar
- Campbell.** Mannix, J. B. Sir Francis Joseph Campbell LL.D. (Heroes of the darkness)
- Cooper.** Peter Cooper (Young folks' library of choice literature)
- Darwin.** Fiske, John. Charles Darwin
Bound with Ingersoll's *Abraham Lincoln*
- Dickens.** Curtis, G. W. Dickens' reading ("Easy chair"); followed by A Christmas carol as condensed by Dickens himself for his public readings
- Dickens, Mary. Charles Dickens
- Higginson, T. W. Dickens in America (Outlook, May 20, 1911)
- Kitton, F. G. Charles Dickens, a biographical sketch
Bound with Richards's *Boyhood of Dickens and other biographical sketches*
- Richards, T. C. Boyhood of Dickens and other biographical sketches
- Winter, William. Charles Dickens
Bound with Richards's *Boyhood of Dickens and other biographical sketches*
- Elizabeth, queen of England.** Green, J. R. Queen Elizabeth (History of the English people)
- Fawcett.** Mannix, J. B. Henry Fawcett LL.D. M.P. (Heroes of the darkness)
- Field.** Cyrus W. Field (Young folks' library of choice literature)
- Franklin.** Franklin, Benjamin. Autobiography. 2v.
———— Extracts from Poor Richard's almanac and letters of Benjamin Franklin from "Masterpieces of American literature"
- Frederick the Great.** Macaulay, T. B. *lord*. Frederick the Great
- Garrison.** Garrison, W. P. & F. J. William Lloyd Garrison, biographical sketch
- Gore.** Blind senator from Oklahoma (Pearson's magazine, May 1909)
- Grasse.** Schaffler, R. H. A blind optimist
Sketch of Edwin R. Grasse
- Hawkes.** Hawkes, Clarence. Hitting the dark trail; and how we lived at Perkins institution
- Howe.** Chapman, J. J. Dr Howe
———— Howe, Mrs Julia (Ward). Memoir of Dr Samuel Gridley Howe
- Jeanne d'Arc.** De Quincey, Thomas. Joan of Arc
Bound with De Quincey's *The English mail coach*
- Johnson.** Macaulay, T. B. *lord*. Life of Samuel Johnson
- La Salle.** Story of Chevalier La Salle
- Lincoln.** Baldwin, James. Story of Abraham Lincoln; from "Four great Americans"
———— Ingersoll, R. G. Abraham Lincoln
———— Taylor, C. L. *comp.* Gems from Lincoln

Livingston. Hillis, N. D. David Livingston; a study of nineteenth century heroism

MacDowell. Gilman, Lawrence. Edward MacDowell. 2v.

Mahomet. Irving, Washington. Mahomet. 2v.

————— Successors to Mahomet. 2v.

The continuation of Irving's *Mahomet* 2v.; the four volumes correspond to the ink print edition of Irving's *Mahomet and his successors*

Milton. Macaulay, T. B. lord. An essay on John Milton

Nightingale. Florence Nightingale

Contents: Florence Nightingale, by S. K. Bolton; Florence Nightingale the lady-in-chief by L. A. Harvey; Santa Filomeno by H. W. Longfellow

Ogilvy. Barrie, J. M. Margaret Ogilvy, by her son J. M. Barrie

Parkman. Fiske, John. Francis Parkman

Peter the Great. Motley, J. L. Peter the Great

Philip II. Motley, J. L. Sketch of Philip 2

From Motley's *Dutch Republic*

Phillips. Higginson, T. W. Sketches of Wendell Phillips by Thomas Wentworth Higginson and George William Curtis

Putnam. Israel Putnam

Roosevelt. Hale, W. B. A week in the White House with Theodore Roosevelt; a study of the President at the nation's business

Rossini. Bevan, W. A. Rossini (Bell's miniature series of musicians)

Savonarola. Lord, John. An essay on Savonarola (Beacon lights of history)

Scott, Captain Thomas. Smith, F. H. Captain Thomas Scott, master diver

Scott, Sir Walter. Hutton, R. H. Sir Walter Scott from "English men of letters"

Stephenson. George Stephenson

Swedenborg. Swedenborg, Emanuel. Emanuel Swedenborg; his life and extracts from his theological writings. 2v.

Washington. Little George Washington

————— Scudder, H. E. George Washington; an historical biography. 2v.

————— Wister, Owen. Seven ages of Washington; a biography. 3v.

Watt. James Watt

Webster. Daniel Webster

Whitney. Eli Whitney

Wood. Allen, E. E. David Duffie Wood (The mentor February 1893)

————— *Memoirs of David Duffie Wood*

Contents: David Duffie Wood and "The school" by O. H. Burritt; David Duffie Wood, the pupil and teacher by John Cadwalader; David Duffie Wood, the man, by Philip H. Goepp; David Duffie Wood, president of the American organ players' club by Mrs John Bunting

Youmans. Fiske, John. Edward Livingston Youmans

Description and history

Dodge, R. E. Dodge's advanced geography. 6v.

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 American tropics; selections from the Youth's companion
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 Chadwick, Mrs M. L. Pratt-. American history stories by M. L. Pratt. 4v.
 ——— Stories of colonial children by M. L. Pratt
 Coe, F. E. Our American neighbors. 9v.
 Eastman, C. E. The Indian and the moral code (Outlook, Jan. 7, 1910)
 Eggleston, Edward. First book of American history; with special reference to the lives and deeds of great men
 Everett, Edward. First battles of the revolution; Lexington, Concord, Bunker Hill. Introduction; On the eve of the revolution by R. Mackensie Fiske, John. An account of the fall of Quebec (with a map)
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Stories of the American revolution
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Washington, George. Farewell address
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 Bound with Motley's *Siege of Leyden*

Scotland

Rolfe, W. J. ed. Tales from Scottish history in prose and verse

Scott, Sir Walter bart. Chapters from Tales of a grandfather (Heart of oak books)

Contents: Story of Sir William Wallace; Rise of Robert the Bruce; Exploits of Douglas and of Randolph; Battle of Bannockburn; Concerning the exploits of Edward Bruce; The Douglas, Randolph, earl of Murray; and The death of Robert Bruce.

Spain

Irving, Washington. Chronicles of the conquest of Granada. 3v.

Parmele, M. P. Short history of Spain

Oceanica

Chadwick, Mrs M. L. Pratt. Australasia by M. L. Pratt

MUSIC IN AMERICAN BRAILLE

Books about music

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Bartholomew, E. F. Relation of psychology to music. 2v.

Braille musical notation as arranged by the International Musical Commission in 1888

Clarke, H. A. Pronouncing dictionary of musical terms; giving the meaning, derivation and pronunciation in phonetic spelling of Italian, German, French and other words; the names with date of birth and death and nationality of the leading musicians of the last two centuries; English vocabulary with equivalents in Italian, German and French; a list of the most celebrated operas with the composers' names. 3v.

Cummings, W. H. Händel

Fillmore, J. C. Lessons in musical history. 2v.

Hutchins, C. L. ed. Church hymnal revised and enlarged. v. 1-8

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Lee, E. M. Tchaikovski

Macy, J. G. Young people's history of music; with biographies of famous musicians

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Norton, E. Q. Construction, tuning and care of the pianoforte

Runciman, J. F. Wagner

Wagner, W. R. Parsifal, a mystical drama; retold in the spirit of the Bayreuth interpretation by Oliver Huckel

Wood, D. D. Musical education of the blind

Woodmansee, W. R. Question of repairs to pianos

Piano music

Behr, Franz. The bird's message; op.503, no.18 (Easy pieces for little folks)

Biehl, Albert. Hurrah for the Uhlans; op.53, no.10 (Easy pieces for little folks)

——— Rope-dancer at the fair; op.52, no. 18 (Easy pieces for little folks)

- Bilgrim, O. H.** Fifty progressive exercises
Bohm, Karl. Fleurs de mai; op.94, no.3
 ——— La zingana; danse hongroise
Brüll, Ignaz. Schlummerlied; slumber song; op.72, no.4
Cui, C. A. Gondolier's love song
Czibulka Alphons. In springtime
Dennee, Charles. Around the maypole; op.28, no.5
Dutton, Theodore. Swing high, swing low
Englemann, H. Little Boy Blue march (Mother Goose dances); op.408, no.5
Frey, Adolf. Mazourka chromatique
Gounod, C. F. Kermesse; from Faust, transcribed by C. C. Saint-Saens
Hofmann, H. K. J. Minnelied; op.88
Jensen, Adolf. Erotikon; no.1 Cassandra
Jungmann, Albert. Will o' the wisp; op.217, no.3
Lange, Gustav. Meadow dance; op.23
Lemoine. Études enfantines; op.37
Liszt, Franz. Le regata venezian; nocturno
Lysberg, C. B. The thrashers; op.71
MacDowell, E. A. Alla tarantella; op.39, no.2
Mathews, W. S. B. comp. Standard graded course of studies for the pianoforte in ten grades; consisting of standard études and studies arranged in progressive order selected from the best composers for the cultivation of technic, taste and sight reading; edited and annotated and supplemented with complete directions for application of Mason's system of technics in each grade for the production of a modern style of playing.
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Reinhold, Hugo. At the wedding; menuet; op.53, no.9
 ——— Gondoliera; op.39, no.19
 ——— March of Fingall's men; op.39, no.1
Roeske, C. C. Capitol march
Sartorio, Arnoldo. Military march; op.229, no.3
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Schubert, F. P. Waltzes; op.9, no.1
Schytte, L. T. Bird-trills in the woods; fantasie; op.86, no.8
Smith, Hannah. In the greenwood; op.16, no.10
 ——— Turkish patrol; op.16, no.9
 ——— Vacation march; op.16, no.2
Tchaikovski, P. I. Songs without words; op.2, no.2
Wilm, Nicolai von. Am spinnrocken (Spinning wheel)
Wolff, G. T. Little cradle song; op.25, no.7

Violin music

- Brahma, Johannes.** Ungarische tänze no.4 (no.6 in the original edition)
arranged by F. Hermann
- Eichberg, Julius.** Collection of standard modern violin music with piano
accompaniments, used at the Eichberg violin school, Bostón conservatory
of music. v.1
- Gounod, C. F.** Waltz from Faust; arranged by G. Wichtl
- Hauser, Miska.** Le desir (Longing)
- Mackenzie, Sir A. C.** Benedictus; op.37, no.3
- Mendelssohn-Bartholdy, J. L. F.** Songs without words; Consolation and
Spring song
- Sitt, Hans.** Élegie; op.73, no.11

Vocal music

- Beach, Mrs H. H. A. (Amy Marcy Cheeney).** Juni (June); op.51, no.3
- Bishop, Sir H. R.** Home sweet home; words by J. H. Payne
- Bizet, Geordes.** This flower you gave me (Il fior che avevi a me); Carmen
- Cowen, F. H.** To a flower
- Drink to me** only with thine eyes; Old English air
- Franz, Robert.** Marie; book I; op.18, no.1
- Serenade; Ständchen; book I, op.17, no.2
- Giorza, Paolo.** O salutaris
- Ries, F. A.** The dear blue eyes of Springtime
- Schubert, F. P.** Who is Sylvia? book 4, no.23
- Wagner, W. R.** Walter's prize song from The meistersinger von Nürnberg

BOOKS IN ENGLISH BRAILLE

Periodicals

- Hora jucunda;** monthly, Sept. 1910–date
- Progress;** monthly, Jan. 1911–date

Religion

- Kingsley, Charles.** Extracts from sermons
- Knight, W. A.** Song of our Syrian guest

Education

- Arnold, Matthew.** Equality
- Emerson, R. W.** Self-reliance

Instruction books

- Revised Braille for reading and writing;** grade 2; interlined
- Revised Braille for reading and writing;** grade 2; interpointed
- Wintersmith, W. H.** Key to English Braille
- Hand-printed; prepared for American Braille readers and given to the library by the author

Language

Including primers

*English***Macmillan's** nature knowledge reader; book 2**Primer**, grades 1 and 2**Royal reader** no.5, selections*Esperanto***Adams, A. J.** Esperanto English grammar; printed in Braille and letter-press to enable a person not knowing Braille to teach a blind person Esperanto**Useful arts****One hundred knitting patterns****Rules for transcribing books** in Braille**Shorthand system revised**; and Directions for using the Stainsby-Wayne blind shorthand machine**Amusements****Forty-two**; a game played with dominoes**Literature***Essays***Carlyle, Thomas.** Sartor resartus; the life and opinions of Herr Teufelsdröckh. 3v.**Ruskin, John.** Crown of wild olive; four lectures on industry and war. 2v.*Humor***Irving, Washington.** Bracebridge Hall. 2v.*Poetry***Browning, Robert.** Selections**Tennyson, Alfred, lord.** Selections. 2v.*Fiction***Birmingham, George A.** *pseud.* See Hannay, J. O.**Brontë, Charlotte.** Jane Eyre. 5v.**Deland, Mrs M. W. (Campbell).** Dr Lavendar's people. 6v.

Hand-copied

——— Old Chester tales. 8v.

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——— Hound of the Baskervilles; an adventure of Sherlock Holmes. 2v.

Fowler, E. T. Concerning Isabel Carnaby. 4v.**Gellibrand, Emma.** J. Cole (Pastime ser.)**Gray, Maxwell, pseud.** See Tutti-titt, M. G.

- Hall, Eliza Calvert** *pseud.* See Obenchain, Mrs E. C. (Calvert)
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- Weyman, S. J.** Gentleman of France. 5v.
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Biography

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Froude, J. A. England's forgotten worthies

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Edward the Seventh. Vincent, J. E. Life of Edward the Seventh. 3v.

Keller, Helen. Chappel, Jennie. Always happy or the story of Helen Keller

History

England

Simple history of England. 2v.

France

Carlyle, Thomas. French revolution. 11v.

BOOKS IN LINE LETTER

Lists of books

American printing house for the blind. List of publications, school books, readers and appliances and list of embossed books printed at Perkins institution and Massachusetts school for the blind

Boston. Public library. Books for the blind; list of books in the library
 1894

Religion and ethics

Drummond, Henry. Natural law in the spiritual world. 2v.

——— Two addresses: Love, the supreme gift, or The greatest thing in the world; and The changed life

Hymns selected

Monod, Theodore. Looking unto Jesus

Protestant Episcopal church in the U. S. Book of common prayer and the administration of the sacraments; and other rites and ceremonies of the church.

——— Psalms and hymns of the Episcopal church

Richmond, Legh. Dairyman's daughter; an authentic narrative

Roman Catholic church. Short catechisin of the Catholic religion

Selected hymns prepared for the religious services of the institutions for the blind and for private use including also hymns for the Sabbath school

Stalker, James. Life of Jesus Christ

Wait, W. B. comp. Hymn-book. 2v.

Bible

Holy Bible. 12v.

Book of Psalms

Gospel according to St Mark

Book of acts

Bound with *Gospel according to St Mark*

~~With Bible and Psalms~~

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Roman Catholic church. Short catechism of the Catholic religion

Social questions, politics and government

Alton, Edmund. Among the law-makers. 2v.

Fiske, John. Civil government in the United States. 2v.

Nordhoff, Charles. Politics for young Americans.

Perry, A. L. Introduction to political economy. 2v.

United States. The Constitution of the United States of America

Education

Book of behavior

Don't; or Directions for avoiding improprieties in conduct and common errors of speech

Smiles, Samuel. Selections from Character

Fairy stories and legends

Including mythology

Andersen, H. C. Stories and tales

Arabian nights' entertainments

Baldwin, James. Story of Siegfried

Fables for children

Farrington, M. V. Tales of King Arthur and his knights of the Round Table

- Francillon, R. E.** Gods and heroes; or The kingdom of Jupiter
Jack the giant killer
Kingsley, Charles. The heroes; or Greek fairy tales for my children
Little story book
Lodge, H. C. Twelve popular tales

Language

Including primers

English

- Butler, Noble.** Practical and critical grammar. 2v.
 ——— Readers, first to seventh
 ——— Star readers, fifth to sixth
Cheap primer
Child's book; first to third
Dictionary of the English language. 3v.
English grammar
Fortescue, W. S. Condensed etymology of that portion of the English language derived from the Latin
Gummere, S. R. Pronouncer and definer; a portion of part II of The scholar's progressive etymological spelling book
Howe, S. G. comp. Reader; or extracts in prose and verse from English and American authors. 2v.
Kneass, N. B. jr. English grammar. 2v.
McGuffey, W. H. Spelling lessons, based upon those of McGuffey's New eclectic spelling book
Primer for the blind
Trench, R. C. On the study of words. 2v.
Welsh, A. H. Lessons in English grammar

French

- Robertson, P.** Abrégé du nouveau cours pratique, analytique, théorique et synthétique de langue française d'après l'édition de Louis Ernst

German

- Eysenbach, William.** Shorter Eysenbach; a practical German grammar. 2v.
 ——— Vocabulary
Riehl, W. H. Der fluch der schönheit; novelle

Latin

- Caesar.** Commentaries on the Gallic war
Cicero. Selections from the works of Marcus Tullius Cicero
Contents: In L. Catilinam oratio prima habita in Senatu;
 " " secunda ad Quirites;
 " " tertia ad Quirites;
 " " quarta habita in Senatu; Oratio pro lege Manilia ad Quirites;
 Pro A. Licinio Archia Poeta oratio ad Iudices; Pro M. Marcello oratio; Ciceronis Cato Major de Senectute liber; Ciceronis Laelius de Amicitia liber; Ciceronis Epistulae selectae X
Virgil. First six books of the Aeneid

Science

Huxley, T. H. Introductory; science primers

Astronomy

Lockyer, J. N. Astronomy; science primers

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Dana, J. D. Geological story briefly told

Guyot, A. H. Physical geography; abridged

Howe, S. G. comp. Geology for the blind compiled from the work of David Page and other authors

Kingsley, Charles. Madam How and Lady Why; or First lessons in earth lore for children

Mathematics

Merillat, J. C. M. comp. Intellectual arithmetic

Ohio institution for the blind. Senior class, 1882-1883. Plane geometry

Robinson, H. N. New elementary algebra. 2v.

Wells, Webster. Elements of geometry. 2v.

Wentworth, G. A. Problems from a grammar school arithmetic

Natural history

Agassiz, L. & Gould, A. A. Principles of zoology

Avebury, John Lubbock, 1st baron. Beauties of Nature and The wonders of the world we live in; by Sir John Lubbock

Bennett, Della & Newton, C. A. comp. Life and her children, or a reader of natural history compiled from Mrs A. B. Buckley's works on Glimpses of animal life and Great back-boned family, and T. H. Huxley's Lectures on biology

Hooker, Worthington. Child's book of nature. 2v.

Lubbock, Sir John. See Avebury, John Lubbock 1st baron

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Rolfe, W. J. & Gillet, J. A. Handbook of natural philosophy

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Huxley, T. H. Lessons in elementary physiology. 2v.

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Tarr, A. D. Independence Hall by A. D. Tarr and The declaration of independence, July 4, 1776

Literature*Essays*

- Bacon, Francis.** Essays or counsels, civil and moral
Emerson, R. W. Essays; with memorial tribute by Dr O. W. Holmes
Holmes, O. W. Autocrat of the breakfast table; every man his own Boswell. 2v.
Macaulay, T. B. lord. Essays on John Milton, History, and Samuel Johnson
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Ruskin, John. Selections from *Sesame and lilies*; and *The crown of wild olive*
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Histories of literature

- Brooks, Stopford.** English literature
Chapin, William, comp. Compendium of American literature embracing choice selections from eminent authors and statesmen
Farrar, F. W. Study of English literature
Lawrence, Eugene. Primer of American literature

Humor

- Irving, Washington.** Sketch book of Geoffrey Crayon, gent. 2v.

Miscellany

- American prose**; Hawthorne, Irving, Whittier, Longfellow, Holmes, Lowell, Thoreau, Emerson. 2v.
Anagnos, Michael, comp. Fairy book; a collection of tales and poems
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Select library for the blind; volume fifth containing moral and allegorical pieces
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Xenophon. *Anabasis* or expedition of Cyrus (first four books) literally tr. by Rev. J. S. Watson

Poetry

- Browning, Robert.** *Pied piper*
 Bound with Lowell's *Vision of Sir Launfal*
Bryant, W. C. *Sella*; *Thanatopsis*; and seventy-five other poems
Bryant, Alden, Joseph. *Studies of Bryant*; a text book
Burns, Robert. *Selections*
Byron, G. G. N. lord. *Poetry of Lord Byron*, selected and arranged by Matthew Arnold
Holland, J. G. *Bitter-sweet*
Holmes, O. W. *Selections from the poetical works of Dr Oliver Wendell Holmes* with a "Dedication" written by the author expressly for this edition

- Homer.** Iliad of Homer; tr. by W. C. Bryant
 ——— Odysseus, the hero of Ithaca; adapted from The third book of the primary schools of Athens, Greece, by M. E. Burt and Z. A. Ragozin
Longfellow, H. W. Song of Hiawatha
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Whittier, J. G. Snowbound and other poems

Drama

- Goldsmith, Oliver.** She stoops to conquer; a comedy
Hertz, Henrik. King Rene's daughter; a Danish lyrical drama
Shakspere, William. Julius Caesar
 ——— King Henry Fifth; with biographical sketch by W. M. Rossetti
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 ——— Macbeth
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- Alcott, L. M.** Little women; or Meg, Jo, Beth and Amy. 3v.
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Carroll, Lewis, pseud. See Dodgson, C. L.
Cooper, J. F. Pilot; a tale of the sea
Cross, Mrs M. A. (Evans) Lewes. Janet's repentance; from Scenes from clerical life by George Eliot
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Eliot, George, pseud. See Cross Mrs M. A. (Evans) Lewes
Ewing, Mrs J. H. (Gatty). Story of a short life

Fancies of child-life**Goldsmith, Oliver.** Vicar of Wakefield**Greene, Homer.** Blind brother; a story of the Pennsylvania coal mines

——— Pickett's gap

Hale, E. E. In His name**Harte, Bret.** Queen of the Pirate Isle**Hawthorne, Nathaniel.** Grandfather's chair (true stories from history and biography)

——— Marble faun; or The romance of Monte Beni. 3v.

——— Scarlet letter. 2v.

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——— The water babies; a fairy tale for a land baby

Lytton, E. G. E. L. Bulwer-Lytton, 1st baron. Last days of Pompeii. 3v.**Mackarness, Mrs M. A. (Planché).** Trap to catch a sunbeamBound with Macleod's *Wee Davie***Macleod, Norman.** Wee Davie**Martineau, Harriet.** The peasant and the prince**Page, T. N.** Two little confederates**Richards, Mrs L. E. (Howe).** Captain January and other short stories**Rolfe, W. J. ed.** Tales from Scottish history in prose and verse**Ruskin, John.** The king of the Golden River**Saint Pierre, J. H. B. de.** Paul and Virginia**Scott, Sir Walter, bart.** Ivanhoe. 3v.

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Thackeray, W. M. Four Georges

——— Lectures on English humorists of the 18th century

Individual

Anagnos. Sanborn, F. B. Memoir of Michael Anagnos

Caesar. Abbott, Jacob. History of Julius Caesar

Clive. Macaulay, T. B. lord. Lord Clive

Cross. Anagnos, Michael. George Eliot; a biographical sketch

Eliot, George, pseud. See Cross

Frederic the Great. Macaulay, T. B. lord. Frederic the Great

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Macaulay, T. B. lord. Essay on history

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Blackburn, J. S. & McDonald, W. N. Grammar school history of the United States

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Uncle Philip's conversations with the children about the history of Virginia

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Dickens, Charles. A child's history of England. 2v.

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Books about music

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Wait, W. B. Practical system of tangible musical notation and point writing and printing for the use of the blind

——— System of writing and printing music for the use of the blind

Wood, D. D. comp. Dictionary of musical terms

BOOKS IN MOON TYPE**Periodicals**

Moon magazine; monthly, Jan. 1911—date

Religion and ethics

The changed cross

Bound with *The old, old story*

Church of England. Collects

——— Morning and evening prayers

Fallows, A. K. Mental hygiene in every day living

——— The point of view

——— A talk on relaxation

- Keller, Helen. Optimism; an essay
 Knight, W. A. Song of our Syrian guest
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 [Revival hymns]
 Sankey, I. D. Sankey's hymns; selections. v.1
 Small selections of well known hymns
 Spurgeon, C. H. Sermons. 6v.
 Stalker, James. Life of Jesus Christ. 3v.

Bible

- Old Testament in 43v.
 Psalms 20, 25, 90, 116 and 121
 Psalms 34, 86 and 96
 Psalms 40, 42 and 84
 Knight, W. A. Song of our Syrian guest
 New Testament in 26v.
 St John, chapter 14

Language

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- Nelson, Thomas & Sons, *pub.* Royal school primer
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- Martin, Frances, *comp.* Prose and poetry for recitation. v.1

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 Byron, G. G. N. *lord.* The prisoner of Chillon
 Cowper, William. Diverting history of John Gilpin
 Havergal, F. R. Loyal responses or daily melodies for the King's minstrels
 Hemans, Mrs F. D. (Browne). Selection of poems. v.1
 Longfellow, H. W. Courtship of Miles Standish
 ——— Poems. v.1.
 ——— Tales of a wayside inn. 2v.
 Martin, Frances, *comp.* Four centuries of poetry
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 Tennyson, Alfred, *lord.* Idylls of the king. 4v.
 Contents: Dedication and The Coming of Arthur; Lancelot and Elaine; The Holy Grail; Guinevere
 ——— In memoriam. 2v.

Whittier, J. G. Selection of poems. v.1

——— Snowbound

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Howells, W. D. The sleeping car; a farce

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——— Merchant of Venice; from The family Shakspeare; ed. by T.

Bowdler

——— The tempest; from The family Shakspeare; ed. by T. Bowdler

Fiction

Aldrich, T. B. Marjorie Daw

Andrews, Mrs M. R. (Shipman). Counsel assigned

——— The perfect tribute

——— The witnesses

Barclay, Mrs F. L. (Charlesworth). The rosary. 7v.

Bayly, A. E. Autobiography of a slander, by Edna Lyall. 2v.

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Bunner, H. C. Nice people

Bunyan, John. Pilgrim's progress. 6v.

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Connor, Ralph, pseud. See Gordon, C. W.

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Craik, Mrs D. M. (Mulock). John Halifax, gentleman. 8v.

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——— The shepherd who watched by night

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Wiggin, Mrs K. D. (Smith). Birds' Christmas carol. 2v.
Wilkins, Mary E. See Freeman, *Mrs M. E.* (Wilkins)

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- Dole, N. H.** Famous composers, Giovanni; Pierluigi da Palestrina; Henry Purcell. v.1
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Victoria. Victoria, queen of Great Britain. Queen's journal; life in the Highlands

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[Moon, R. C.] First mess of tea made on Nantucket Island, 1735

Scotland

- Mackenzie, James.** History of Scotland. 7v.

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Books published by the New York State Library are starred.

Periodicals

- Canada's premier magazine for the blind**; monthly, Dec. 1913–date
Catholic transcript for the blind; monthly, June 1910–date
Christian record; monthly, Jan. 1911–date
Lux vera; monthly, Feb. 1911–date
Matilda Ziegler magazine for the blind; monthly, Feb. 1911–date
Sunday school quarterly; July 1914–date
Weekly review for the blind; Jan. 1911–date

Lists of books

- New York Public Library.** Catalogue of books for the blind
New York State Library. Finding list of the N. Y. State Library; revised.
 2v.

Hand-copied

Contents: v. 1, books; v. 2, music

Religion and ethics

- The art of being happy** oneself and of making others happy
Baldwin, J. M. Story of the mind
Baldwin, James. Old stories of the East
Bible selections. Daily light on the daily path. 4v.
Boudreaux, F. J. The happiness of heaven
Bowles, W. A. comp. Bible memory gems
 ——— Familiar hymns
Brandt, S. M. Why am I a Catholic?
 Bound with Jouin's *What Christ revealed*
Brooks, Phillips. Candle of the Lord, in 5 parts
***Cabot, R. C.** Chapters from What men live by
Cady, H. E. Lessons in truth
Casey, P. Bible and its interpreter
Caussade, J. P. de. Workings of the divine will
Church and science; a compilation from various authors: Rev. Frs. Ronayne, Zahm, Devivier and Schantz
Clarke, R. F. [Advent, and what follows]; meditations on Advent
 ——— [The cross and the crown]; short meditations for Lent, the sacred passion of Jesus Christ
 ——— [Flowers of the soul]; meditations for a month. 4v. in 1
Contents: v. 1, Faith and hope; v. 2, Charity; v. 3, Humility v. 4, Patience
 ——— Holy angels; short meditations for the month of October
 ——— [Incense of prayer]; meditations for a month. 3v. in 1
Contents: v. 1, Prayer; v. 2, The Lord's prayer; v. 3, The angelical salutation
 ——— Maria magnificata; short meditations for a month on our lady's life
 ——— Precious blood; short meditations for the month of July
 ——— [Public life of Christ]; ministry of Jesus. 6 parts in 2v.

- Clarke, R. F.** Requiescant in pace; short meditations for November
 ——— Sacred heart of Jesus; short meditations for June
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- Dewey, Mrs J. M. comp.** Ethics; stories for home and schools
- Dresser, H. W.** Living by the Spirit
- Driesch, J. von den.** Golden key of heaven or perfect contrition and Perfect love of God, tr. by A. M. Buchanan
- Drummond, Henry.** Two addresses; Love, the supreme gift, or The greatest thing in the world; and The changed life
- Eddy, Mrs M. M. (Baker) Glover.** Rudimental divine science
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- Gallerani, Alexander.** Jesus all great
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- *———** A man's faith
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- Jouin, Louis.** What Christ revealed
- *Keller, Helen.** Optimism; an essay
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- *———** The world I live in
- Kneller, K. A.** Christianity and the leaders of modern science; a contribution to the history of culture in the 19th century. 2v.
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Vaughan, J. S. Earth to heaven

Vaughn, Herbert. People's manual on the holy sacrifice of the mass, by the Bishop of Salford

Vogt, H. L. V. Bible history for Christian schools

Wait, W. B. comp. Hymn book. 2v.

White, Mrs E. G. (Harmon). The Lord is risen

——— Old Testament history; abbreviation of "Patriarchs and prophets" 4v.

——— Steps to Christ

White, J. E. Gospel primer; number 2

Wreath for our Lady of Loreto

Bible

Bible. 11v.

Bible; Douay version. 14v.

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Knight, W. A. Song of our Syrian guest

Newton, Richard. Bible blessings

Vogt, H. L. V. Bible history for Christian schools

White, Mrs E. G. (Harmon). Old Testament history; abbreviation of "Patriarchs and prophets." 4v.

Roman Catholic church

With a few exceptions these books were given by the Xavier Free Publication Society for the Blind, New York city.

Alexander, Richard W. pseud. See *Mercedes, Sister*

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Brandi, S. M. Why am I a Catholic?

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Casey, P. Bible and its interpreter

Catholic transcript for the blind; a monthly magazine, June 1910–date

Caussade, J. P. de. Workings of the divine will

Church and science; a compilation from various authors; Rev. Frs. Ronayne, Zahm, Devivier and Schantz

Clarke, R. F. {Advent, and what follows}; meditations on advent

——— {The cross and the crown}; short meditations for Lent

——— {Flowers of the soul}; meditations for a month. 4v. in 1

——— Holy angels; short meditations for the month of October

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——— Maria magnificata; short meditations for a month on our lady's life

——— Precious blood; short meditations for the month of July

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- ***Hutchinson, W. M. L.** Orpheus with his lute. 2v.
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- Legends of the saints**
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Beaumont, P. Berceuse; "Slumber sweetly"

——— Con amore

Beethoven, Ludwig van. Album leaf; "Für Elise"

——— Menuet. (Pianist's 1st and 2d year)

——— Nouvelle bagatelle

——— Seven bagatelles; op. 33

——— Six German dances

——— Sonata; op. 2, no. 1 in F minor; dedicated to Joseph Haydn

——— Sonata; op. 7

——— Sonata; op. 10, no. 1

——— Sonata; op. 10, no. 2

——— Sonata in C minor; op. 13; Sonata pathétique; movements 1-3 (Riemann ed.)

Accompanied by *Explanatory introduction to the Riemann edition of the Beethoven sonatas*

——— Sonata; op. 14, no. 2, in 3 movements

——— Sonata in A flat; op. 26

——— Sonata; op. 27, no. 2

——— Sonata; op. 31, no. 2

——— Sonatina; no. 1 (Pianist's 1st and 2d year)

——— Sonatina; op. 49, no. 1

——— Sonatina; op. 49, no. 2

——— 33 variations on a waltz; op. 120 by Diabelli

Behr, Franz. Child's play; op. 505, no. 3 (Pianist's 1st and 2d year)

——— Child's song; op. 505, no. 2 (Pianist's 1st and 2d year)

——— In the month of May; op. 505, no. 2

——— Une perle; Bluettes; op. 150, no. 1

——— Shepherd's song; op. 575, no. 6 (Pianist's 1st and 2d year)

Biedermann, A. J. I love little pussy

——— The old man in leather; op. 91, no. 2 (Pianist's 1st and 2d year)

Selection from *Twelve nursery songs*

Biedermann, A. J. Spring flowers. (Pianist's 1st and 2d year)

Blakeslee, A. C. Crystal fountain waltz; op. 25

— May party dance; op. 9

Bohm, Karl. Kosender falter (Caressing butterfly); op. 282

— With song and mirth; op. 153

Brahms, Johannes. Aria; 25 variations and fugue on a Händel theme; op. 24

— Waltzes (first twelve); op. 39

Brainard, C. S. Starlight waltz

Hand-copied

Burgmüller, J. F. F. Twenty-five études; op. 100

Burmeister, Richard. Persian song; op. 6b

Chaminade, C. L. S. Album

Contents: 1, Serenade; op. 29; 2, Minuetto; op. 23; 3, Air de ballet; op. 30; 4, Pas de amphores; air de ballet; 5, Callirhoe; air de ballet; 6, Lolita caprice espagnol; op. 54; 7, Scarf dance; 8, Pièce romantique; op. 9, no. 1; 9, Gavotte; op. 9, no. 2

Chittenden, K. S. By the fireside

— Five-note melodies

— Frolic in the hayloft

Chopin, F. F. Ballade; op. 38, no. 2

— Troisième ballade; op. 47

— Étude; op. 10, no. 1

— Étude; op. 10, no. 5

— Étude; op. 25, no. 9

— Fantaisie-impromptu; op. 66 (posthumous)

— Impromptu; op. 29, no. 1

— Mazurka, no. 1 in F sharp minor; op. 6, no. 1

— Mazurka, no. 5 in B flat; op. 7, no. 1

— Mazurka; op. 7, no. 3

— Mazurka, no. 10 in B flat; op. 17, no. 1

— Mazurka, no. 14 in G minor; op. 24, no. 1

— Mazurka, no. 16 in A flat; op. 24, no. 3

— Mazurka; op. 25 in B minor; op. 33, no. 4

— Mazurka; op. 50, no. 1

— Nocturne; op. 9, no. 2

— Nocturne; op. 15, no. 3

— Nocturne; op. 37, no. 1

— Nocturne; op. 37, no. 2

— Polish song; op. 74, no. 2 transcribed by Franz Liszt

— Polonaise; op. 40, no. 1

— Deux polonaises; op. 26, no. 1

— Prelude; op. 28, no. 3

— Prelude in B minor; op. 28, no. 6

— Prelude in A; op. 28, no. 7

— Prelude in C sharp; op. 28, no. 13

— Prelude; op. 28, no. 15

— Prelude in C minor; op. 28, no. 20

— Prelude in B flat; op. 29, no. 21

— Sonata no. 2 in B flat minor; op. 35

- Chopin, F. F.** Valse; op. 42
 ——— Valse; op. 64, no. 1
 ——— Valse; op. 64, no. 2
 ——— Valse; op. 69, no. 1
 ——— Valse; no. 10 in B minor; op. 69, no. 2
 ——— Valse brillante; op. 34, no. 1
 ——— Valse brillante; op. 34, no. 3
- Clementi, Munzio.** Gradus ad Parnassum; 29 selected studies
 ——— Sonatinas; no. 1-3
 ——— Sonatina; op. 36, no. 1-6
- Cramer, J. B.** Select studies for the pianoforte with fingering and instructive remarks by Hans von Bülow
- Czerny, Karl.** Étude; op. 636, book 2, no. 10
 ——— Étude; op. 636, book 2, no. 12
 ——— One hundred and one preparatory lessons or elementary studies; op. 261
- David, Ferdinand.** Romance; transcribed by Franz Liszt
- Davies.** In the moonlight; op. 107, no. 36
- Debussy, C. A.** Deux arabesque
- Deyo, Milo.** Revery; op. 28, no. 3
- Doehler, Theodor.** A reminiscence
- Duble, C. E.** Salute to Williamsport
- Dubois, C. F. T.** Scherzo et choral; op. 18
- Due, F.** Bric-à-brac album musical, 26 pieces
- Durand, Auguste.** Chaconne, op. 62
- Dutton, Theodore.** Five little tone-stories for pianoforte
Contents: 1, Boating song; 2, Gypsy dance; 3, The nightwind; 4, Spinning-wheel; 5, The happy secret
- Dvorak, Antonin.** Humoreske; op. 101, no. 7
- Ehmant, Anselm.** Petite école mélodique; 36 melodic and rhythmical studies in four books
- Eighty-two standard hymn tunes**
- Elgar, E. W.** Salut d'amour (Love's greeting); op. 12
- Engelmann, H.** Awakening; op. 620, no. 2
 ——— Diamond medal march and two-step; op. 523
- Eugene, M. C.** Cupid's garden; intermezzo
- Field, John.** Nocturne
- Foote, A. W.** Nine études for musical and technical development; op. 27, no. 1, 2 and 5
- Gade, N. W.** Christmas pieces for children
Contents: 1, Christmas bells; 2, Christmas song; 3, Christmas tree; 4, Boys' merry-go-round; 5, Dance of little girls; 6, Goodnight
- Gaide, P.** Dance of the gnomes
- Gaynor, J. L.** Miniature melodies for the young pianist, no. 25-29, 32-34
- Geibel, Adam.** Gavotte allemande
- Giese, Theodor.** Op. 293. [Six melodious pieces]
Contents: 1, Tarantella; 2, Children's feast; 3, Grandmother's song; 4, The two fisher boys; 5, Gavotte; 6, Funeral march
- Godard, B. L. P.** Guirlandes; op. 107, no. 11

Godard, B. L. P. Mazurka; op. 54, no. 2

— Second valse brillante, in B flat

Goldner, W. Gavotte mignonne

Gounod, C. F. Marche pontificale

— Les pifferari (The bagpipers)

Grant-Schaefer, G. A. At sundown

— The clover field

Grieg, E. H. Elfin dance; op. 12, no. 4

— First Peer Gynt suite; op. 46

Contents: 1, Morning mood; 2, Death of Ase; 3, Dance of Anitra; 4, In the hall of the mountain king

— Lyric pieces; op. 12

Contents: 1, Arietta; 2, Waltz; 3, Watchman's song; 4, Dance of the elves; 5, Popular melody; 6, Norwegian; 7, Album leaf; 8, Patriotic song

— Lyric pieces; op. 43, book 3

Contents: 1, Butterfly; 2, Solitary wanderer; 3, At home; 4, Birdling; 5, Love poem; 6, To spring

— Morning mood; op. 46, no. 1

— Norwegian bridal procession; op. 19, no. 2

— Notturmo; op. 54, no. 4

— Poetic tone pictures; op. 3, no. 5

— Waechterlied; op. 12, no. 3

Gurlitt, Cornelius. The chase; op. 62, no. 10

— Evensong; op. 117, no. 20

— Festive dance; op. 101, no. 7. (Pianist's 1st and 2d year)

— From the child world; op. 74

Contents: 1, Morning song; 2, The friendless child; 3, Cradle song; 4, In school; 5, Slumber song; 6, Santa Claus' song; 7, Christmas; 8, Merry company; 9, Tim soldier march; 10, The bold rider; 11, The dolls' dance; 12, Under the linden tree; 13, The little sick brother; 14, In the garden; 15, The snowman; 16, A winter day; 17, Ring dance; 18, Sorrowful hour; 19, Evening prayer; 20, The gentle and the noisy child

— Scherzo; op. 101, no. 16

— Serene morning (Heiterer morgen); op. 101, no. 3

— Six bagatelles for the piano

— Thirty-five easy studies; op. 130

Contents: 1, Morning greeting; 2, Mischievous boy; 3, Gentle maiden; 4, Prayer; 5, Off to the meadows; 6, March of the tin soldiers; 7, In the garden; 8, Ländler; 9, The daring horseman; 10, Happy hours; 11, A little dance; 12, A round dance; 13, Children's ball; 14, Sunshine; 15, Under the village limes; 16, At the pianoforte; 17, The rope-dancer; 18, A theme and variation; 19, A water party; 20, The lament; 21, From the north; 22, Rustic dance; 23, Serious moment; 24, Menuet; 25, Scherzo; 26, Impromptu; 27, A request; 28, Onward; 29, The hunt; 30, Song without words; 31, Innocence; 32, A loss; 33, Youthful courage; 34, Hymn; 35, Goodnight

— Trinklied (Drinking song)

— Valse noble; op. 101, no. 14

— Wiegenliedchen (Lullaby)

Haberbier, Ernst. A spring flower

Hackh, Otto. On the seas; barcarolle; op. 230, no. 5. (Pianist's 1st and 2d year)

— The tin soldier; op. 230, no. 2. (Pianist's 1st and 2d year)

Händel, G. F. Aria, 25 variations and fugue on a Händel theme; op. 24, composed for the pianoforte by J. Brahms

Händel, G. F. Harmonious blacksmith; air with variations

— Largo

— Six fugues

Hangauer, Jack. The sultana

Harker, F. F. ed. Household series of music books no. 45; *Harmonium* collection; forty-one pieces for the harmonium

Contents: 1, Händel. See the conquering hero comes, from oratorio Judas Macabaeus; 2, Beethoven. Andante E from Sonata, op. 109; 3, Beethoven. Bohemian folksong; 4, Boccherini. Minuet, B flat; 5, Chopin. Funeral march, op. 35; 6, Clark. March of the Girondins; 7, Concone. Offertory, C; 8, Concone. Elevation, A; 9, Donizetti. Air, All hail my fatherland, from La fille du regiment; 10, Donizetti. Chi mi frena in tal momento? Sextet from Lucia di Lammermoor; 11, Flotow. Hymn from Stradella; 12, Haydn. Romance from the symphony La Reine de France; 13, Grieg. Death of Ase, op. 46, no. 2; 14, Grieg. Solvejgs lied, op. 55, no. 4; 15, Gullmunt. Melody G; 16, Händel. Largo, G; 17, Herold. Ballad from Zampa; 18, Luther. Ein feste burg (A stronghold sure); 19, Lefébure-Wély. Postlude, A; 20, Mascagni. Intermezzo from Cavalleria rusticana; 21, Massenet. Prelude, The last dream of the virgin; 22, Mozart. Ave verum, D; 23, Mendelssohn. Wedding march; 24, Mozart. March from Magic flute; 25, Raff. Cavatina, D; 26, Roedel. Air du Dauphin; 27, Rossini. Air, Cujus animam from Stabat mater; 28, Rubinstein. Melody F, op. 3, no. 1; 29, Salomé. Intermezzo, D minor, op. 29, no. 4; 30, Spohr. Adagio, C; 31, Suppé. Overture to Poet and peasant; 32, Verdi. Bella figlia dell' amore; quartet from Rigoletto; 33, Wagner. Spinning-song from Flying Dutchman; 34, Wagner. Elsa's bridal procession from Lohengrin; 35, Weber. Air, from Der Freischütz; 36, Smith. The Star spangled banner; 37, National hymn. Red, white and blue; 38, National hymn. Hail, Columbia; 39, National hymn. Dixie; 40, Haydn. Austrian national hymn; 41, Wilhelm. The watch on the Rhine

Haydn, F. J. Andantino un poco allegretto. (Pianist's 1st and 2d year)

— Sonata in E minor

Heins, Carl. Dance of the sylphs; op. 194

Heller, Stephen. Album, dedicated to childhood, no. 1-5, 7, 10, 14, 15, 17-20, 22-24

— Curious story

— Étude; op. 47, no. 16

— Étude; op. 47, no. 19

— Étude; op. 47, no. 21

— Il penseroso; op. 45, étude 16

— Petite tarantelle

— Tarantelle; op. 85, no. 2

— Twenty-five melodious studies; op. 45, book 2, no. 11, 15

— Twenty-five studies; op. 47, part 2, no. 16, 19, 21

Henselt, Adolf von. If I were a bird

— Petite romance

Hiller, Ferdinand. Alla marcia

— Serenade; op. 117, no. 3. (Pianist's 1st and 2d year)

— Twenty-four rhythmical studies and sketches; op. 56, book I

Hiller, Paul. Butterfly chase; op. 61, no. 10. (Pianist's 1st and 2d year)

— Farewell, dear home; op. 61, no. 11 (Pianist's 1st and 2d year)

Hoffmann, C. On the heights

Hollaender, Victor. Spring song; op. 3, no. 1

Horváth, Géza. Six melodic octave studies; op. 43

— Twelve characteristic pieces.

Contents: 1, The clown; 2, Janizary march; 3, Joy in the dance; 4, Bird on the bough; 5, Italian dance scene; 6, Mill wheel; 7, Babe's waltz; 8, On flowery mead; 9, Hungarian dance; 10, Old French dance; 11, Styrian; 12, The goose step

— Waving scarves; op. 84, no. 2

Hummel, J. N. Scherzo. (Pianist's 1st and 2d year)

Ingraham, Herbert. Goodbye, Rose

Jadassohn, Salomon. Children's dance; op. 17, no. 3

——— Scherzo; op. 38

Jensen, Adolf. Barcarole

——— Wanderbilder; op. 17; Pictures of travel, book I

Contents: 1, Morning greeting; 2, Happy wanderer; 3, The mill; 4, The cross by the roadside; 5, Distant prospect; 6, Village festivities

Jungmann, Albert. Heimweh; op. 117

Karganoff, Genari. By the brookside; op. 27

——— Grandfather's dance; op. 25, no. 4. (Pianist's 1st and 2d year)

Ketterer, Eugène. Saltarelle; op. 266

King, Julie Rive. Bubbling spring, tone poem characteristic

King, R. A. Zenobia; march and two-step

Kirchner, T. Albumblatt. (Album leaf); op. 7, no. 2

Köhler, L. H. Easy instructive pieces; op. 190

——— Going to church; op. 243, no. 31. (Pianist's 1st and 2d year)

Koelling, K. W. P. Skylark's morning song; op. 169

Kontski, Antonio de. Grand polonaise; op. 271

Kuhlau, Friedrich. Sonatina; op. 20, no. 1

——— Sonatina; op. 55, no. 2-3

Kullak, Theodor. Dance on the lawn; op. 62, no. 6

——— From flower to flower; op. 48

——— Grand parade; op. 62, no. 8

——— Method of octaves, part 2, no. 2

——— Scenes from childhood; book 2, op. 81

Contents: 1, Child's prayer; 2, Little wanderer; 3, Grandmother tells a ghost story; 4, Opening of the children's party; 5, Loving soul and pure heart gay, Lead through life a pleasant way; 6, The race; 7, The angel in the dream; 8, The nightingale; 9, Spinning song; 10, The ghost in the chimney; 11, The little hunters; 12, The little rope dancer

Kurtz, M. A. M. comp. Selected pieces

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Contents: 1, Mack. Skipping redowa; 2, Spindler. Sultan's polka; 3, Spring, gentle spring; waltz; 4, Baker. Good luck; schottish; 5, Mack. My papa's waltz; 6, Rummel. Valse; 7, Streabbog. Little fairy march; op. 105

——— Small pieces.

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Contents: 1, Spring, gentle spring; waltz; 2, 'Tis the last rose of summer; 3, Red, white and blue, march; 4, Mary's pet waltz; 5, The star spangled banner; 6, Annie Laurie; 7, Ricci waltz; 8, Child's waltz; 9, Juvenile melody; 10, Melody

Lack, Théodore. Song of the brook; op. 92

Lange, Gustav. Flower song

Hand-copied

——— Harvest time; op. 24, no. 4. (Pianist's 1st and 2d year)

Larregla, Joaquin. Coquetuela; mazurka de salon

Legato studies; book I

Leschetizky, Theodor. Les deux alouettes (The two larks)

——— Deux arabesques; op. 45, no. 1

Lidow, Anatole. Musical snuffbox; valse badinage

Lichner, Heinrich. Devotion. (Abendlied)

——— Short story. (Pianist's 1st and 2d year)

Lichner, Heinrich. Tausendschön (Daisy); op. 111, no. 1

——— Tulpe (Tulip); op. 111, no. 4

——— Twelve characteristic pieces

Contents: 1, Entreaty; 2, Contemplation; 3, Longing; 4, After school; 5, To the playground; 6, Solitude; 7, Elegy; 8, Scherzo; 9, Polonaise; 10, Rondo; 11, Italian romanza; 12, Aria

Liebling, Emil. Spring song; op. 33

Lieurance, Thurlow. Valse impromptu

Lincoln, H. J. A southern dream (waltz)

Liszt, Franz. Liebesträume, no. 2

——— Liebesträume, no. 3

——— Polish song; op. 74, no. 2 by Chopin transcribed by Franz Liszt

——— Romanza

——— Transcription of Schubert's Serenade; Hark, hark! the lark!

——— Transcription of the Spinning song from Wagner's Flying Dutchman

Litolff, H. C. Spinning song. (Spinnlied)

Löschhorn, Albert. In the twilight. (Pianist's 1st and 2d year)

——— Twelve elementary pieces

Contents: 1, Sunday morning; 2, Little postilion; 3, It was only a king; 4, In the boat; 5, Entreaty; 6, The cuckoo; 7, The hunt; 8, Cradle song; 9, Little dance; 10, Little soldier; 11, Catch me; 12, Good night

Löw, Josef. Cavatina. (Pianist's 1st and 2d year)

Lysberg, C. B. La baladine; caprice; op. 51

——— La fontaine; (Idylle) op. 34

MacClymont, W. E. Sunflower; op. 11, no. 1

MacDowell, E. A. Erzählung (A tale), op. 17, no. 1

——— From a wandering iceberg; op. 550, no. 2

——— Humoresque; op. 18, no. 2

——— Intermezzo

——— Moto perpetuo; op. 46, no. 2

——— Polonaise; op. 46, no. 12

——— Sea pieces; op. 55

Contents: 1, To the sea; 2, From a wandering iceberg; 3, Anno Domini 1620; 4, Starlight; 5, Song; 6, From the depths; 7, Nautilus; 8, In mid-ocean

——— Sechs gedichte nach Heinrich Heine, op. 31, no. 2

——— The witches' dance; op. 17, no. 2

——— Woodland sketches; op. 51

Contents: 1, To a wild rose; 2, Will o' the wisp; 3, At the old trysting place; 4, In autumn; 5, From an Indian lodge; 6, To a water lily; 7, From Uncle Remus; 8, A deserted farm; 9, By a meadow brook; 10, Told at sunset

Marks, E. F. Petite valse de ballet; op. 27

Martin, G. D. La ballerina

Martin, John. Love's reverie (waltzes)

Martin, M. R. Melody pictures for little players; part I

Mason, William. Danse rustique (A la gigue); op. 16

Mathews, W. S. B. Standard graded course of studies

Maxim, Florence. Dancing school in Noah's ark

Mayer, Charles. Butterflies

——— Harp sounds

——— Tarantelle; op. 140, no. 13

Meister, Wilhelm. Forget me not. (Pianist's 1st and 2d year)

Mendelssohn-Bartholdy, J. L. F. Fantasie, or caprice; op. 16, no. 1
composed in 1829

- _____ Prelude in E minor
- _____ Rondo capriccioso; op. 14
- _____ Scherzo in E minor; op. 16, no. 2
- _____ Six pieces; op. 72
- _____ Sonata; op. 65, no. 2
- _____ Songs without words

Contents: 1, Sweet souvenir; 2, Regret; 3, Hunting song; 4, Confidence; 5, Restlessness; 6, Venetian barcarole; 7, Contemplation; 8, Without repose; 9, Consolation; 10, The estray; 11, The brook; 12, Second barcarole; 13, Evening star; 14, Lost happiness; 15, Poet's harp; 16, Hope; 17, Passion; 18, Duetto; 19, On the seashore; 20, Fleecy cloud; 21, Agitation; 22, Sadness of soul; 23, Song of triumph; 24, The flight; 25, May breezes; 26, Departure; 27, Funeral march; 28, Morning song; 29, Third barcarole; 30, Spring song; 31, Meditation; 32, Lost illusion; 33, Song of the pilgrim; 34, Spinning song; 35, Shepherd's complaint; 36, Serenade; 37, Revery; 38, Adieu; 39, Delirium; 40, Élégie; 41, The return; 42, Song of the traveler; 43, Belief; 44, Forsaken; 45, Tarantella; 46, Retrospection; 47, Moaning wind; 48, Happy peasant; 49, Gondoletta

_____ Wandering. (Pianist's 1st and 2d year)

Merkel, G. A. Children's march; op. 30, no. 1

- _____ Hunting scene; op. 65
- _____ Jolly huntsman; op. 31, no. 2
- _____ Tarantelle; op. 92

Mills, S. B. Gavotte; op. 31

Moscheles, Ignaz. Études; op. 70, no. 1, 3, 4, 6, 11 and 12

Moszkowski, Moritz. In tempo di minuetto

- _____ Mélodie; op. 18, no. 1
- _____ Scherzino; op. 18, no. 2
- _____ Serenade; op. 15, no. 1
- _____ Serenata
- _____ Valse brillante
- _____ Waltz in D flat; op. 15, no. 5

Mozart, J. C. W. A. Andante from Sonatina. (Pianist's 1st and 2d year)

- _____ Menuet from "Don Giovanni"
- _____ Rondo from sonatina. (Pianist's 1st and 2d year)
- _____ Sonata in C
- _____ Sonata in F no. 4
- _____ Sonata, no. 6, F major

Muller, J. E. Falling leaves

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Neidlinger, W. H. Minuet of the disobedient fairies

Nevin, E. W. Day in Venice; op. 25

Contents: 1, Dawn; 2, Gondoliers; 3, Venetian love song; 4, Good-night

- _____ La guitare (Pierrot et Pierrette)
- _____ Water nymph; op. 13, no. 3
- _____ Water scenes; op. 13

Contents: 1, Dragon fly; 2, Ophelia; 3, Water nymph; 4, Narcissus; 5, Barcarolle

New York point hymn-tune book; a collection of six hundred hymn tunes, also chants and occasional pieces. 2v.

Nicodé, J. L. Melody in D.

Offenbach, Jacques. Barcarolle from "Tales of Hoffmann"

Orth, L. E. Twelve étude pieces; op. 22

Contents: 1, Little waves; 2, At the farm; 3, Little joker; 4, Hand over hand; 5, Finger-tips; 6, Hey-day; 7, Sweetly singing; 8, To and fro; 9, Whirligig; 10, Finger-chase; 11, Haymakers; 12, Brilliants

Paderewski, I. J. Mélodie "Tirée des chants du voyageur"; op. 8, no. 3

——— Menuet; op. 14

Pauer, Emil. La cascade; op. 37

Poldini, E. General boom-boom. (Pianist's 1st and 2d year)

——— Marche mignonne; op. 15, no. 2

——— Waltzing doll

Rachmaninoff, S. V. Prelude, op. 3, no. 2

Raff, J. J. Fabliau

——— La fileuse; op. 157

——— Romance (Fleurette); op. 75, no. 1

——— Tarantella in A minor; op. 99, no. 1

Ravina, J. H. Études de style; op. 14, no. 1

——— Flattery (Câlinerie); op. 86. (Pianist's 1st and 2d year)

Reinecke, K. H. C. At sunset; op. 107, no. 14. (Pianist's 1st and 2d year)

——— Cavatine

Reinhold, Hugo. Fairy tale; op. 39, no. 2

——— Hungarian dance; op. 39, no. 9. (Pianist's 1st and 2d year)

Rendano, Alfonso. Peasant song

Rheinberger, Joseph. The chase

Richmond, Benjamin. Dance of the honey bees

Rogers, J. H. Six little pieces without octaves

——— Tally-ho

Rohde, E. Marionettes. (Pianist's 1st and 2d year)

Rubinstein, A. G. Aubade; Morning serenade

——— Barcarolle, in F minor; op. 30, no. 1

——— Mélodie, in F; op. 3, no. 1

——— Nocturne; op. 75, no. 8

——— Polka Bohème

——— Romance, in F; op. 26, no. 1

——— Romance; op. 44

Rummel, Joseph. Les allégreses enfantines; six easy dances

——— Rondina galop. (Pianist's 1st and 2d year)

——— Tyrolienne. (Pianist's 1st and 2d year)

Saint-Saens, C. C. Le cygne; the swan

Sapellnikoff, Wassily. Gavotte; op. 4, no. 2

——— Petite mazurka; op. 2

Sartorio, Arnoldo. Musical fairy book; text by F. S. Law

Contents: 1, Seven little goats; 2, Dance of the elves and gnomes; 3, Johnnie and Meg; 4, Little Red Riding Hood; 5, Dance of the brownies; 6, The tailor's three sons; 7, Dance of the nymphs; 8, The tear jug; 9, March of the clowns; 10, Little Snow-white

Sawyer, J. J. Esmeralda; grand polka de concert

Scarlatti, Domenico. Pastorale

Scharwenka, F. X. Album for the young

——— Polish national dance; op. 3, no. 1

Schehlmann, Louis. From fairy land

Schmoll, A. Cymbals and castanets; a Spanish caprice; op. 50, no. 24
(Pianist's 1st and 2d year)

——— Polonaise; op. 50, no. 23. (Pianist's 1st and 2d year)

Scholtz, Hermann. At the spring (Am springbrunnen)

Schubert, F. P. Hark, hark! the lark! serenade; transcription by F. Liszt

——— Impromptu; op. 90, no. 4

——— Impromptu; op. 142, no. 2, 3

——— Menuett from quartet in D major, no. 8

——— Scherzo

——— La sérénade; transcribed by Franz Liszt

——— Soirées de Vienne, no. 6; valse caprice by Schubert-Liszt

Schuett, Eduard. Étude mignonne

——— Gavotte humoresque; op. 17, no. 1

Schumann, R. A. Des abends (At evening); op. 12

——— Album for the young; op. 68

Contents: 1, Melody; 2, Military march; 3, Little humming bird; 4, Choral; 5, Little piece; 6, Poor orphan child; 7, Huntsman's ditty; 8, Wild horseman; 9, Popular ditty; 10, Jolly peasant returning from work; 11, Siciliano; 12, Knight Rupert; 13, May, dearest May; 14, Little study; 15, Spring song; 16, First loss; 17, Little morning wanderer; 18, Reapers' ditty; 19, Little romance; 20, Rustic song; 21, Lento con espressione; 22, Roundelay; 23, Cavalry piece; 24, Harvest ditty; 25, Echoes from the theatre; 26, Moderato con espressione; 27, Canon; 28, Remembrance; 29, Strange man; 30, Tanto assai; 31, War song; 32, Sheherazade; 33, Vintage time, happy time; 34, Thema; 35, Mignon; 36, Italian sailor's song; 37, Sailor's song; 38, Winter time; no. 1; 39, Winter time; no. 2; 40, Little fugue; 41, Northern song; greeting to Gade; 42, Figured choral; 43, New Year's song

——— Bird as a prophet

——— Cradle song in G (Wiegenlied)

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New York State Library

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A SELECTION FROM THE BEST BOOKS OF 1914 WITH NOTES

PREFATORY NOTE

"BEST BOOKS" AND HOW IT IS MADE

What it is. The list, *Best Books*, which has been prepared and published annually since 1897, is the chief regular work of the book selection section of the State Library. It includes 250 titles chosen from the publications of the preceding year and recommended to the smaller libraries of the State. One hundred of these books are starred as suggestions for first purchase. They are the books which will probably receive the widest reading or will be the most generally useful, but the selection in each case will vary and must be made to fit the needs of the community.

Each entry in the list gives author, title, publisher, price, series (if any), classification number, Library of Congress order number, references to the best available reviews and a descriptive or critical note. When several good books on the same or closely related subjects have appeared, one is chosen to head the group, and the others are described in appended notes which attempt so to characterize each of the books that the librarian may select the one best adapted to her need; for example, Miss Taylor's *The man behind the bars* under which are mentioned Osborne's *Within prison walls* and Henderson's *Cause and cure of crime*. Occasionally a book too expensive to recommend directly is referred to in a note as Worcester's *The Philippines*, 2v., \$6 n, which has been included under Crow, *America and the Philippines*. These more costly books may often be purchased at greatly reduced prices through second-

hand or remainder sales if the librarian will take the trouble to read book catalogs. Through these subentries 50 or more books in addition to the 250 are brought to the librarian's attention each year.

How it is compiled. The first step is to check, in each number of the *Publishers' Weekly*, all entries of new books which promise to repay further investigation. These checked items are mounted on separate slips and kept on file. Twice during the year they are gone over and all available information is brought to bear upon them. Reviews are consulted in the magazines indexed in the *Book Review Digest*; the section's own notes which have been written on many of the books are referred to as well as opinions expressed by reliable readers outside the section. Unpromising books are weeded out, and those not on hand which seem to be worth examination are solicited from their publishers. A number of publishers find it worth their while to send their new books to the section as published. There is considerable routine work involved in the correspondence with publishers and in the keeping of accurate records of the books received. During 1914, 10175 books were published in the United States. Of these, 1638 came to the book selection section and were either read or examined, many of them by several people, and descriptive and critical notes were written. A tentative selection was then made of 717 books, grouped by 20 subjects. These tentative lists were sent for votes to two classes of people: specialists in their subject, who gave their opinions on the reliability and value of the book; librarians of small libraries and those who know small library conditions, who gave information on the practical usefulness and popularity of the book in the library. Special pains are taken with the selection of the children's books. Twenty experienced children's librarians throughout the country, such as Miss Hunt of Brooklyn, Mrs Edna Lyman Scott of Illinois, Miss Hewins of Hartford, give us the benefit of their knowledge and use of the various juveniles. Their decisions with the section's own careful examination unite to make the selection. When the returns come in and have been tabulated on slips, the final selection of 250 is made by the head of the section. As the titles are chosen they are annotated by the assistants in the section, references to reviews are verified and the list is edited by the section's head. This list for 1914 has been prepared under the direction of Miss Mary Eastwood. It is our belief that a list compiled with the care and competence described above is not only a reliable guide for current purchases but has an enduring reference value.

Uses of "Best Books." The list as has been said is prepared with a view to meeting the needs in book selection of the small libraries of the State. It is sent free to every registered library and is intended to supplement the *A.L.A. Catalog* 1904, and its *Supplement* 1911, and to narrow the more inclusive suggestions made by the *A.L.A. Booklist*, which lists over 1000 books a year. While some current books may be safely bought by the small library when published, in general most small libraries will find it wiser to wait till the publications of the year may be seen in perspective, and till a choice can be made under the guidance of a narrowed selection. *Best Books* can be used not only to direct current purchases but should be kept on file and used for rounding out subjects on which the library has a deficient collection.

The list may be used also in compiling reference material for schools and study clubs. It may serve also as a catalog of recent purchases, if the librarian writes call numbers against titles of books lately purchased and places it accessibly to patrons of the library. The annotations for such books as the library buys or owns may be copied on the catalog cards or on slips pasted on the inside cover of the books.

While all the titles listed (notably fiction) can not be recommended for school use, the bulletin should still be of much service to school libraries. All titles under the heading "Children's books" are recommended to those school libraries which undertake to provide wholesome entertainment as well as useful information.

J. I. WYER, JR

May 13, 1915

Director

REFERENCE BOOKS

- 016.8o82 *Drama League of Boston.** *Drama study committee.*
Selected list of plays for amateurs. Author *paper* 20c
- 14-7539** Well selected, classified list of plays suitable for acting by colleges, schools, settlement and church clubs, women's clubs, experienced amateurs and children. Gives publisher, price, number in caste, time required for acting, nature of scenery and character of play, sometimes other information.
- 021.2 Carr, J. F.** Immigrant and library: Italian helps.
Immigration Education Society *paper* 35c
- 14-11591** Carefully chosen list of books in Italian, classified and annotated. Stars books for first purchase, gives Italian publisher and price, and includes two articles entitled "The library and the immigrant," and "The librarian and the Italian," with a few library rules and helps in Italian.
- 028.5 *Lowe, Orton.** Literature for children.
Macmillan 90c n
- 14-13550** Discussion for teachers and parents from the teacher's standpoint; marked by enthusiasm, good sense and excellent literary taste. Includes about one hundred pages of poems for memorizing by the children themselves and a bibliography of good books and editions. English Jour. 3:597.
- 303 McLaughlin, A. C. & Hart, A. B. ed.** Cyclopedia of American government. 3v. Appleton \$22.50 n
- 14-10093** Useful reference work by some 250 contributors, designed, not for the specialist, but for the student and general reader. Aims to supply the need for a usable, succinct and comprehensive presentation of practical, actual and theoretical government in all American countries, the term "government" being used in a broad sense. Treats of national, state and local organs of government. *Pref.* Maps, charts and full index.
N. Y. Times, 19:343, Aug. 9, '14 (v. 1); N. Y. Times, 19:550, Dec. 6, '14 (v. 2, 3).

PHILOSOPHY AND ETHICS

- 104 Jevons, F. B.** Philosophy: what is it? Putnam \$1 n
- 14-12513** Five lectures delivered before an educational association of working people. A remarkably simple, nontechnical exposition of philosophy as concerned with practical life.
Nation, 100:27; Outlook, 108:442.
- 170 *Cabot, R. C.** What men live by. Houghton \$1.50 n
- 14-3268** A physician's finely idealistic discussion of the significance and value of work, play, love and worship, based on the author's convincing belief that the wholesome interplay of these four is essential to "more abundant life."
Annals Am. Acad., 55:286; Dial, 56:304; Lit. Digest, 49:522; Nation, 98:241.
- 170 Johnson, F. W.** The problems of boyhood.
Univ. of Chicago Press \$1 n
- 14-17502** Twenty-two practical studies forming together an outline of topics and suggestions for a course in ethics to be used with boys of high school age.
Bib. World, n. s., 45:54; Survey, 33:276.

- 170.7 ***Cabot, Mrs Ella (Lyman) & others.** A course in citizenship. Houghton \$1.25 n
- 14-15795 Well-arranged course of study for first eight grades, with suggestions for morning talks and lists of stories and poems for reading and story-telling. Provides material in first grades on simple home and school ethics, later, on relations to town, city and nation, American ideals and "the world family." Helpful for mothers as well as teachers. Index.
- 172.4 ***Reeley, M. K.** Selected articles on world peace. (Debaters' handbook ser.) H. W. Wilson \$1 n
- or 341
- 14-13690 Compact, useful manual, giving references on world peace, including international arbitration and disarmament. Comprises like the other volumes in the series a brief for debate, carefully chosen bibliography of magazine and other material and fairly full extracts from more important articles on both affirmative and negative sides. Appendix.

RELIGION

- 220 **Dobschütz, Ernst von.** Influence of the Bible on civilisation. Scribner \$1.25 n
- 14-7332 Brief but lucid historical survey, showing how the Bible has made itself indispensable for the church from the time when it was a force in the development of nations until the present day when it becomes the book of Christian devotion. *Nation*, 99:109 (adapted) Outlook, 107:318
- 232 **Miller, L. H.** Our knowledge of Christ: an historical approach. Holt \$1 n
- 15-536 One of the best concise statements of modern Christian belief. Shows how Christians whose old views have become "increasingly unsatisfying," may retain their faith in Jesus Christ and the religious life. Appeared in the *Biblical World*. Index.
- 240 **Peabody, F. G.** Christian life in the modern world. Macmillan \$1.25 n
- 14-18755 A scholarly, optimistic argument for the practicability of Christian ethics in modern society. Treats of the Christian life in relation to the family, business world, making and uses of money, the state, the church.
- 261 **Taylor, Graham.** Religion in social action. Dodd \$1.25 n
- 13-25668 An expression of ripe experience in social service, emphasizing the oneness of religion and life. Bibliography. It is the story of religion made social, a life made serviceable, an ideal made real, that characterizes the book. *Carl Kelsey in Annals Am. Acad.* 52:260 Am. Jour. Sociol., 19:672; Rev. of Rev., 49:123; Survey, 31:527.
- 261 **Tyler, J. M.** The place of the church in evolution. Houghton \$1.10 n
- 14-10258 Sketches briefly the physical and moral stages of evolution, shows the part played by Christianity in religious development, and points out the functions and importance of the individual, the church and Christianity in further progress and uplift.
- 266 **Faunce, W. H. P.** The social aspects of foreign missions. Missionary Education Movement 60c
- 14-11299 Instructive and inspiring outline of the social and spiritual achievements of missions and of opportunities for wider service. Suitable

for reading and as missionary study textbook. From lectures at Crozer Theological Seminary, 1914. Annotated bibliography, illustrations, index.

- 14-11199 *Sociological progress in mission lands* by E. W. Capen (Revell \$1.50 n) enlarged from lectures at Western Theological Seminary, Pittsburgh, covers progress in removal of ignorance, inefficiency and poverty, advance in family and ethical ideals, and in social reconstruction, noting also the Christianizing tendencies of non-Christian religions. A less inclusive bibliography and index than the preceding.
Faunce, Outlook, 108:284.

SOCIOLOGY

See also Children's books, page 41

- 301 ***Münsterberg, Hugo.** Psychology and social sanity.
Doubleday \$1.25 n
- 14-7269 Popular essays on the bearing of psychology on matters of everyday life—sex education, socialism, superstition etc.
Am. Jour. Sociol., 20:409; Ath. 1914, 1:819; Bookman, 39:454; Dial, 56:426; N. Y. Times, 19:304, July 5, '14.
- 301 **Nearing, Scott.** Social sanity: a preface to the book of social progress.
Moffat \$1.25 n
- 13-24332 Social sanity is conceived as involving equality of opportunity, social justice, the conservation of life and health. The treatment is forceful and suggestive rather than original or profound, is unsensational, popular, even colloquial at times. *A.L.A. Booklist*
N. Y. Times, 19:35, Jan. 25, '14.
- 304 **Lippmann, Walter.** Drift and mastery.
Kennerley \$1.50 n
- 14-18900 "An attempt to diagnose the current unrest" in shrewd and epigrammatic comments on The themes of muckraking; The magic of property; The labor movement; The woman's movement; Bogeys; Poverty, chastity, obedience, etc.
Nation, 100:21; Outlook, 108:650.
- 325.1 **Ross, E. A.** The old world in the new: the significance of past and present immigration to the American people.
Century \$2.40 n
- 14-17155 Graphic, interesting study of the characteristics, distribution and occupations of immigrants of different nationalities. Professor Ross strongly favors restriction because of economic, social and political harm to be expected from an unlimited welcome to foreigners. Revised from *Century* articles. Illustrations, maps, diagrams, statistical appendix, index.
Dial, 57:337; Jour. Pol. Econ., 22:1015; No. American R., 201:99; Survey, 33:265.
- 325.252 **Gulick, S. L.** The American Japanese problem.
Scribner \$1.75 n
- 14-5771 Reviews clearly and comprehensively the Japanese situation in California (1914) and the problems of immigration and assimilation of eastern races. He believes there is a reasonable and honorable solution to the difficulty in a new American oriental policy, which he outlines. Illustrated. *Pittsburgh Monthly Bulletin*
Pro-Japanese in sympathy.
Dial, 56:418; Independent, 79:105; Nation, 98:754; Yale R.n.s., 4:406.

- 327.73 American Academy of Political and Social Science.**
International relations of the United States. (Annals)
Amer. Acad. paper \$1
- 14-14195** Thirty-nine papers by authorities, discussing the Monroe doctrine, the Mexican situation, the policy of the United States in the Pacific, and the elements of a constructive American foreign policy. Valuable material on present problems (1914). Index.
- 331 Kelley, Florence.** Modern industry in relation to the family, health, education, morality. Longmans \$1 n
- 14-9104** Discusses briefly but eloquently the disintegrating effects of modern industry upon society and the importance of bettering conditions through moral education and legislation. Somewhat fragmentary, but written from firsthand knowledge. Based on lectures at Teachers College, Columbia University, 1913.
Annals Am. Acad. 56:176; Int. Jour. Ethics, 25:272; Jour. Polit. Econ., 22:922; Survey, 32:345.
- 331.3 Markham, Edwin, Lindsey, B. B. & Creel, George.**
Children in bondage.
Hearst's Internat. Lib. Co. \$1.50 n
- 14-13211** A vehement outburst of holy anger over the shameful conditions existing in the employment of children in the United States. Based on the investigations of the National Child Labor Committee and addressed to the apathetic.
Dial, 57:337; Lit. Digest, 49:748; N. Y. Times, 19:365, Aug. 30, '14.
- 331.8 Bowen, Mrs L. H. (de Koven).** Safeguards for city youth at work and at play. Macmillan \$1.50 n
- 14-19852** Vivid accounts of the sordid and immoral influences menacing young people in cities and of the efforts of the Juvenile Protective Association of Chicago to minimize dangers through legal and civic safeguards.
Independent, 80:478; Survey, 33:463.
- 331.88 *Marot, Helen.** American labor unions. Holt \$1.25 n
- 14-17226** Frank, interpretative summary of labor union policies and methods. Distinguishes impartially the various organizations and shows extensive hold of revolutionary ideas. Author is member of American Federation of Labor. Appendix contains directories of unions connected with American Federation of Labor and Industrial Workers of the World.
- 14-4908** Robert Hunter's *Violence and the labor movement* (Macmillan \$1.50 n 335) is a careful and critical review of terrorism from Bakounin to Marx, leading up to a description of Syndicalism which author regards as "the lineal descendant of the early anarchism and inherently antagonistic to modern socialism." Bibliography and index.
Marot, Nation, 99:633; N. Y. Times, 19:415, Oct. 4, '14.
Hunter, Nation, 98:434; N. Y. Times, 19:237, May 17, '14.
- 339 Withers, Hartley.** Poverty and waste. Dutton \$1.25 n
- 14-14772** A clear, stimulating and interesting argument that if money spent on luxuries were spent on necessities, it would cheapen the cost of producing the necessities of life and increase capital and demand for labor. Index.
- 14-12445** Scott Nearing's *Reducing the cost of living* (Jacobs \$1.25 n 330) summarizes carefully causes of the increasing cost of living, suggesting several lines of solution for the problem, such as the simple life, back to the land, greater efficiency in food distribution, conservation etc. Appendixes and index.

- 14-15407 *Why is the dollar shrinking?* by Irving Fisher (Macmillan \$1.25 n 338.5) discusses compactly but thoroughly the general principles which fix the scale of prices and their application to the high cost of living. Concludes that the latter is due to the increase in the quantity of money and the inflation of the world's currency. Index. Withers, Acad., 86:793, June 20, '14; Ath. 1914, 2:137; Nation, 99:435; N. Y. Times, 19:404, Oct. 4, '14; Spec., 113:271, Aug. 22, '14; Survey, 32:549.
Nearing, N. Y. Times, 19:422, Oct. 11, '14; Rev. of Rev., 50:379.
- 352.3 **Kenlon, John.** Fires and fire-fighters. Doran \$2.50 n
13-17642 An informing book by the chief of the New York fire department (1914). It gives a brief account of the development of fire-fighting from ancient Rome down, describes modern methods in this country and in Europe, the special perils of various kinds of buildings and the best means of fire-prevention and includes graphic accounts of personal experiences in recent large fires. Many illustrations from photographs.
Nation, 98:38; Spec., 112:193, Jan. 31, '14.
- 353 **Beard, C. A. & Beard, M. R.** American citizenship.
Macmillan \$1 n
14-7061 Valuable high school textbook, arranged under Human needs and the government, Machinery of government, Work of government. Emphasizes the part of the individual as a factor in civic life, and great principles rather than intricate details. Chapter analyses, bibliographies, questions and illustrations.
Annals Am. Acad., 57:337; Nation, 99:22.
- 364 **Eliot, T. D.** The juvenile court and the community.
Macmillan \$1.25 n
14-20260 Careful study of the juvenile court "in its relation to other social institutions as a problem in social economy." Author believes it an unnecessary institution whose functions should be assumed by other agencies.
Jour. Pol. Econ., 23:95.
- 365 ***Taylor, W. L.** The man behind the bars.
Scribner \$1.50 n
14-17509 Extremely interesting and sympathetic accounts of convicts the author has known through her visits to Joliet prison. Embodies a plea for treating prisoners as men and for reformation of the methods of dealing with criminals.
- 14-10204 *Within prison walls* (Appleton \$1.50 n) by Thomas Mott Osborne, chairman of the New York State Prison Reform Commission (1913-14) and now (1915) warden of Sing Sing, gives in detail his personal experiences during a week's voluntary confinement in Auburn prison. A thrilling tale and a plea for radical prison reform, all the stronger for not forcing the reform note. Nation, 99:258
- 14-18490 *The cause and cure of crime* (National social science ser. McClurg 50c n 364) by C. R. Henderson is a simple, authoritative handbook for the general reader, treating briefly the causes of crime, forms of punishment and preventive and constructive measures. Bibliography.
Taylor, Nation, 99:717.
Osborne, Annals Am. Acad., 55:293; Independent, 79:174; N. Y. Times, 19:287, June 21, '14; Rev. of Rev., 50:121.
Henderson, Int. Jour. Ethics, 25:271.
- 386 ***Haskin, F. J.** The Panama canal. Doubleday \$1.35 n
13-22768 A general description, for the layman, of the canal itself, the method of organizing the working forces, types of machinery used, mode of

government, sanitary measures, antecedent political history, effect of the canal on the world's commerce. Written in a breezy newspaper style. *Engineering Record*, 69:457 (adapted)

Numerous illustrations from photographs and diagrams.

Ath. 1914, 1:370; N. Y. Times, 19:283, June 21, '14.

EDUCATION

- 370.1** ***Henderson, C. H.** What is it to be educated?
Houghton \$1.50 n
- 14-11291** Stimulating, highly individualistic essays addressed to parents and teachers, on education as self-realization. Deals with bodily and spiritual aspects of training outside the province of the public school. Supplements but is independent of the author's *Education and the larger life*. Bibliography.
Dial, 57:257; Independent, 79:449; Nation, 99:320.
- 370.9** ***Graves, F. P.** History of education in modern times.
Macmillan \$1.10 n
- 14-557** Though written for the purpose of a text, may be recommended to anyone who desires a clear and readable account of the educational movement which began with Rousseau and includes the experiments of Dewey and Montessori in the present time. *Nation*, 98:541
Most space is given to education in America. Lists of supplementary reading at chapter ends.
Am. Hist. R., 19:889; Ath. 1914, 1:261.
- 371.4** **Montessori, Maria.** Dr Montessori's own handbook.
Stokes \$1 n
- 14-10265** Supplements by a clearer and more simple description of author's famous method of child education, her more technical *Montessori method* (*Best Books* 1912, p. 13). Illustrations from photographs of the apparatus.
Ath. 1914, 1:545; Nature, 93:659; Survey, 33:338.
- 372.215** **Crawford, Caroline.** Dramatic games and dances for little children.
Barnes \$1.50 n
- 14-11746** Music, words and directions for playing thirty-four dramatic games (usually scenes from familiar poems or stories) for children from kindergarten to third grade age.
- 374.8** **Kerschensteiner, G. M. A.** The schools and the nation;
authorized translation by C. K. Ogden.
Macmillan \$1.60 n
- A 14-2359** Essays and lectures giving progressive views on vocational education and a clear and stimulating account of successful continuation schools developed by the author as director of education in Munich.
Index.
- 14-16741** J. S. Taylor's *Handbook of vocational education* (Macmillan \$1 n 371.42) outlines simply and adequately the development of industrial education in Europe and the United States, discussing its problems. Text of legislative acts, courses of instruction and bibliography. Illustrated. Index.
- 15-2089** *Vocational and moral guidance* by J. B. Davis (Ginn \$1.25 n 374) suggests constructive means for directing choice of vocation and for introducing moral instruction in regular school courses, with ten chapters by practical workers based on results in various cities. Bibliographies and index.
- 13-25962** A readable, suggestive and less formal work, based on long experience, is J. A. Puffer's *Vocational guidance: the teacher as a counselor*

(Rand \$1.25 374) which discusses methods of direction and gives special attention to preparation for various occupations. Illustrated.

Kerschensteiner, Nation, 99:320; Nature, 93:505; Sat. R., 118:179. Taylor, Educational R., 48:535; Elem. School J., 15:294; School R., 23:139.

376

*McKeever, W. A. Training the girl.

Macmillan \$1.50 n

14-3586

The most comprehensive and practical book yet published (1914) discussing a girl's education and development. Presents helpful, inspiring suggestions for her industrial, social, vocational and "service" training. A companion volume to author's *Training the boy* (*Best Books* 1913, p. 6) with similar selected reading lists.

Outlook, 106:818; Survey, 32:549.

377.1

Hall, A. J. Religious education in the public schools of the state and city of New York; a historical study.

Univ. of Chicago Press paper 75c n

14-13546

Gathers together and summarizes much scattered material of high value for its bearing on a much debated subject and for its local interest. Dissertation submitted at the University of Chicago for the degree of doctor of philosophy. Useful bibliography.

378.01

Fitch, A. P. The college course and the preparation for life.

Houghton \$1.25 n

14-17641

Friendly, uplifting talks to young people on the problems which confront the undergraduate, such as personal recognition, the fight for character, the difficulties of belief, the place of learning and of the beautiful etc. By the president of Andover Theological Seminary.

Dial, 58:122.

379.173

*Betts, G. H. & Hall, O. E. Better rural schools.

Bobbs-Merrill \$1.25 n

14-1734

Excellent systematic treatment, primarily for teachers and administrators, discussing curriculum, teacher, consolidation of district schools, administration, outlook etc. Illustrations, plans, charts, questions for discussion, and bibliography.

14-3406

E. P. Cubberley's *Rural life and education* (Riverside textbooks in education Houghton \$1.50 n) is a thorough study of the rural school problem, showing how a complete reorganization in the scope, methods and equipment of rural education will improve rural conditions and vitalize activities. *Wisconsin Bulletin*

Valuable charts, maps and annotated bibliography (13p.)

Betts, School R., 22:704.

Cubberley, Survey, 32:346.

Both, Rev. of Rev., 49:637.

CUSTOMS AND COSTUMES

391

Hughes, Talbot. Dress design: an account of costume for artists and dressmakers. (Artistic crafts ser. of technical handbooks)

Macmillan \$3 n

A14-731

Excellent reference book describing English costume from prehistoric times through the Victorian period. Fully illustrated by author's drawings from old examples and 35 collotype plates. Patterns at end drawn to scale are a practical addition for costumers and pageant makers. Index.

Int. Studio, 51:333; School Arts Mag., 13:714.

- 395 **Hall, Florence (Howe).** Good form for all occasions.
Harper \$1 n
14-10610 A manual of manners, dress and entertainment for both men and women. *Subtitle.* At once small, comprehensive and reliable.
N. Y. Times, 19:375, Sept. 6, '14.

NATURAL SCIENCE

See also Children's books, pages 41-42

- 509 ***Gibson, C. R.** Romance of scientific discovery.
Lippincott \$1.50 n
A13-2693 A popular, clearly presented, and accurate account of some of the most noteworthy discoveries in the various fields of science, such as our planet's movements in space, weight of the earth, giant fossils, advances in medical science, radium, the spectroscope etc. *A. L. A. Booklist*
Ath. 1913, 2:258; Nature, 92:369.
- 570.4 **Parker, G. H.** Biology and social problems. (William Brewster Clark lectures, Amherst College, 1914)
Houghton \$1.10 n
14-20783 Treats in a scientific but fairly simple way the nervous system, hormones, reproduction, evolution. Author, a Harvard professor, believes study of organic facts may well be applied to problems of social welfare. 4 illustrations.
Dial, 58:88; Nation, 100:86.
- 580 ***Walton, G. L.** The flower-finder. Lippincott \$2 n
14-3736 Popular guide for the beginner. Flowers are grouped first by color and under this by the classification used by the author in his *Practical guide to the wild flowers and fruits* (*A. L. A. Booklist*, June 1909), the charts of which have been retained. Includes more plants than Mrs Parsons' *How to know the wild flowers* (*A. L. A. Catalog* 1904) and an illustration practically of each (573 line drawings and 17 halftones). Contains also a section in which plants are grouped by color of fruit. Limp leather binding.
- 581.6 **Georgia, A. E.** Manual of weeds. (Rural manuals)
Macmillan \$2 n
14-18393 Handbook describing troublesome weeds of United States and Canada, and giving their range and habitat, habits of growth, crops infested, best means of control etc. Arranged by families. Bibliography, list of poisonous plants, glossary, index. 385 illustrations from drawings by Schuyler Mathews.
Nation, 100:287; Rev. of Rev., 51:250.
- 591.9795 **Sharp, D. L.** Where rolls the Oregon.
Houghton \$1.25 n
14-11164 Eleven narrative chapters of personal experience amid the wild life and the snow-capped mountains of our great Northwest. Sea-birds and sea lions, the raven of the Deschutes canyon, a motorcar journey through the sage brush, etc. are the contents of this not ununified collection of studies and sketches. Good illustrations from photographs abound. *Dial*, 57:82
- 595.79 ***Fabre, J. H. C.** The mason bees; tr. by A. Teixeira de Mattos.
Dodd \$1.50 n
14-18657 This with the projected volume on *The bramble bees and others* will contain all the chapters on *The wild bee* from the author's *Souvenirs entomologiques*. Deals with the habits and instincts of certain

solitary mud-working bees of southern Europe, and in connection with their homing instinct, describes experiments with cats and red ants.

Ath. 1914, 2:628; Dial, 58:22; Nation, 99:697; Spec., 113:929, Dec. 26, '14.

598

A14-1400

***Levick, G. M.** Antarctic penguins. McBride \$1.50 n

Interesting study of the habits of these curious and amusing birds by the zoologist of the Scott expedition, illustrated by his remarkable photographs.

Ath. 1914, 1:596; Nation, 98:569; Nature, 94:145; Sat. R., 117:405.

USEFUL ARTS

See also Children's books, page 42

In accordance with the precedent of former years only the more popular type of book dealing with technical subjects has been recommended here. Libraries in need of more advanced technical literature will find the annual list prepared by the applied science department of Pratt Institute Free Library, Brooklyn, entitled *Technical books of 1914* sent free on application, a most valuable aid.

621.43

***Verrill, A. H.** Harper's gasoline engine book. (Harper's "tell me how" books) Harper \$1 n

14-7927

For young readers or practical operators. Explains briefly the working of the gas engine, and discusses maintenance and repair. Considers stationary motors and application to boats, automobiles and motorcycles. *Pittsburgh Monthly Bulletin*

Fully illustrated by diagrams. Appendix on motor troubles and their remedies.

Engin. N., 72:1045; N. Y. Times, 19:343, Aug. 9, '14.

629.2

***Pagé, V. W.** Questions and answers relating to modern automobile design, construction, driving and repair.

Henley \$1.50

13-26241

Thirty-six elementary practical lessons on all branches of automobiling. Digest of motoring laws, illustrations, diagrams, index.

Excellent to place in the hands of any chauffeur or garage repair man. *Engineering News*, 71:159

629.2

Whitman, R. B. Motor-cycle principles and the light car.

Appleton \$1.50 n

14-21032

Explains simply and clearly the working of gas engines rather than details of construction, paying some attention to care of motor cycles and causes of trouble. Elementary enough for those with little technical knowledge. Illustrated with drawings. Index.

14-12638

Motorcycles, sidecars and cyclecars by V. W. Pagé (Henley \$1.50). more comprehensive and technical, describes thoroughly motor cycle development and design, construction and operation, giving advice on maintenance and repair, with one chapter on cyclecars. 340 drawings and photographs, index.

Pagé, Engin. N., 72:422.

658

Dwyer, I. E. The business letter.

Houghton \$1.25 n; School ed. \$1 n

14-11757

Detailed, sensible discussion, giving clear, simple directions and many exercises, examples and forms; especially strong in treatment of sales letters. Intended as a textbook for a commercial school but more widely useful. Short but good section on filing. Appendix gives postal information and business abbreviations.

- 658 Neystrom, P. H.** Retail selling and store management. (Commercial education ser.) Appleton \$1.50 n
- 14-17892** Concrete, useful work for retail clerks as well as store managers. Considers essential qualities of a good salesman, psychology of selling, window display, buying for a retail store, advertising, and other special problems of retail salesmanship and store policy. One of the best books on the subject. Prepared in Extension Division of the University of Wisconsin. Diagrams. Independent, 80:338; Nation, 99:636.
- 690 Ekblaw, K. J. T.** Farm structures. Macmillan \$1.75 n
- 14-4196** Practical treatise by an agricultural engineer discussing building materials, choice of site, and the design and construction of buildings with typical plans. Treats also more briefly of ventilation, light, heating, water supply and sewage disposal. Illustrations and diagrams. Engin. N., 72:1049.
- 690 Howes, B. A.** Building, by a builder. Doubleday \$1.20 n
- 14-30395** Written in a pleasant, familiar style, and interesting even if a little indefinite. Discusses in a general way some frequent mistakes and gives sensible advice on financing projects and on planning and overseeing construction of safe and attractive houses. 8 halftone photographs. *Pittsburgh Monthly Bulletin* Engin. N., 71:1163; Nation, 98:462.

HEALTH

- 612.6 Foster, W. T. ed.** The social emergency: studies in sex hygiene and morals. Houghton \$1.35 n
- 14-7480** Twelve wholesome, direct and practical essays by specialists based on extension lectures at Reed College, Oregon, 1913. Cover physiological, medical, economic, recreational, teaching, moral and religious phases of subject. To be recommended to parents, teachers and ministers. Excellent bibliography, index. Treatment is sane, sound and vigorous. *Frances F. Bernard* in *American Journal of Sociology*, 25:557 Survey, 32:437.
- 614 *Hutchinson, Woods.** Civilization and health. Houghton \$1.50 n
- 14-20760** Sensible advice given in picturesque style on such various subjects as The danger of patent medicines, The health of working women, The vacation habit and Vivisection. Dial, 58:121.

AGRICULTURE

- 632 *Slingerland, M. V. & Crosby, C. R.** Manual of fruit insects. (Rural manuals) Macmillan \$2 n
- 14-13459** Aims in each case to give in concise form the main facts relating to the distribution, life history and habits of the more important insects injurious to deciduous fruits, the nature and extent of the injury inflicted and the means of control. Condensed from *Preface* Insects are grouped by fruits attacked, most space being given to the apple. Well and fully illustrated. Dial, 57:347; Nation, 99:414.

- 633** **Piper, C. V.** Forage plants and their culture. (Rural textbook ser.) Macmillan \$1.75 n
- 14-14787 Treats first in general chapters of preservation, choice, seeds and seeding, meadows, pastures and statistics; chapters follow on species, giving agricultural history and value, botanical names, characteristics, culture, yield etc. 62 drawings, 8 halftone photographs, index.
- 634** ***Sears, F. C.** Productive orcharding. (Lippincott's farm manuals) Lippincott \$1.50 n
- 14-12405 Plain, practical advice on fruit growing, varieties, soil, orchard making and care, spraying, picking, storing, marketing, advertising, and laws affecting orcharding, with special attention to apple growing. A textbook for students, useful to any farmer. Well illustrated. Index.
Nation, 99:331.
- 634.9** ***Cheyney, E. G. & Wentling, J. P.** The farm woodlot. (Rural science ser.) Macmillan \$1.50 n
- 14-11515 Handbook of practical forestry which aims to give briefly and in a nontechnical way the information useful to owners of woodland of limited area. Tables and rules. Illustrations from photographs.
Nation, 99:330; Nature, 94:88.
- 635** ***Verrill, A. H.** Harper's book for young gardeners. (Harper's practical books) Harper \$1.50 n
- 14-7233 Useful work of wide scope mainly intended for city gardeners. Treats of vegetable and fruit growing, flowers, shrubs and trees, school gardens, mushrooms, rockeries, indoor gardening and insect pests. Many diagrams, drawings and garden plans. The halftones are often poorly reproduced. Index.
- 14-4969 *Everyman's garden every week*, by C. A. Selden (Dodd \$1.25 n) is a good readable book for the amateur on vegetable and fruit raising giving some attention to flowers. Except for general chapters on soils, tools etc. it is arranged chronologically from April to November. Includes a garden calendar. Intended for the latitude of New York City. Index.
- 14-9815 *The beginner's garden book* (Macmillan \$1 n) by Allen French, though a textbook for upper grammar grades, is also useful for adults. Of wide scope, including flowers, vegetables and fruits, with indoor experiments, directions for gardening under glass, planting list, etc., but sufficiently detailed. Fully illustrated. Index.
Selden, Nation, 98:460.
- 636.1** **Gay, C. W.** Productive horse husbandry. (Lippincott's farm manuals) Lippincott \$1.50 n
- 14-4221 Practical treatise for students, buyers and breeders, emphasizing economy and efficiency in horse raising as an industry. In four parts: Structure and function, Types and breeds, Principles of breeding, The horse in service. Illustrations, index.
- 636.5** ***Lewis, H. R.** Productive poultry husbandry. (Lippincott's farm manuals) Lippincott \$2 n
- 14-17269 Thorough, comprehensive treatment on the choice and raising of poultry, with chapters on methods of exhibiting, marketing, advertising and keeping records. Deals to a considerable extent with industry on a large scale. Illustrated. Selected bibliographies.

DOMESTIC ECONOMY

- 641 Kinne, Helen & Cooley, A. M.** Foods and household management. Macmillan \$1.10 n
- 14-1480 Designed for high schools, but an excellent guide for housewives. Treats of food materials, their nutritive value, cost and preparation with suggestions on household budgets and systematic management. Authors are professors in Teachers College, Columbia University. About one hundred sixty recipes. Illustrations, diagrams, index. Chautauquan, 72:509; Nation, 98:609; Spec. 113:22, July 4, '14.
- 641.3 *Condit, Elizabeth & Long, J. A.** How to cook and why. Harper \$1 n
- 14-17107 Excellent general advice on the use and cooking of the various foods, as well as on purchase, storage and combination. Designed to meet the needs of girls in high schools and the average housekeeper. Nation, 99:504.
- 643 *McClure, Abbot & Eberlein, H. D.** House furnishing and decoration. McBride \$1.50 n
- 14-10904 Practical suggestions in good taste, on the selection of furniture and fittings with hints on papering, painting, picture hanging, color combinations and the treatment of available resources. Includes price lists and illustrations, many from photographs.
- 14-16955 M. J. Quinn's *Planning and furnishing the home* (Harper's home economics ser. Harper \$1 n) is a brief but excellent treatment of the same subject for somewhat more modest houses. It includes chapters on the selection of the house and on antique furniture. 16 illustrations from photographs.
- 643.3 Child, Mrs G. B.** The efficient kitchen. McBride \$1.25 n
- 14-5486 Definite directions for the planning, arranging and equipping of the modern labor-saving kitchen. *Subtle*
Treats housekeeping scientifically like C. M. Frederick's *The new housekeeping* (*Best Books* 1913, p. 18), but unlike that is limited to the kitchen and laundry which it treats in greater detail. Includes plans of model kitchens and lists of necessary utensils with prices. Nation, 98:610.
- 648.7 *Herrick, G. W.** Insects injurious to the household and annoying to man. (Rural science ser.) Macmillan \$1.75 n
- 14-18474 Useful book of reference for the housekeeper, discussing habits, damage and control of the most important and familiar insect pests injurious to clothes, foods and human beings. Their connection with disease is to be considered in another volume. Many illustrations. Bibliographies at chapter ends and full index.
- 649.6 *Fisher, Mrs Dorothy (Canfield).** Mothers and children. Holt \$1.25 n
- 14-20611 At once practical and entertaining. The author discusses the relations of parents and children with sympathy and common sense, citing many anecdotes from her own experience. Enlarged from articles in *Today's Magazine*.

FINE ARTS

- 704** ***Cox, Kenyon.** Artist and public and other essays on art subjects. Scribner \$1.50 n
- 14-18044** Seven excellent essays on art topics of general interest by an artist and art critic of recognized ability. Contains valuable comment on the trend of modern art, on the American school of painting, and individual criticism of the work of Millet, Raphael and St Gaudens. Reprinted from magazines. Well illustrated.
Ath. 1915, 1:219; Bookman, 40:323; Independent, 80:141; Nation, 100:89; N. Y. Times, 19:546, Nov. 29, '14.
- 707** ***Bailey, H. T.** Art education. (Riverside educational monographs) Houghton 60c n
- 14-3413** Enthusiastic and helpful suggestions for developing appreciation of the beautiful in school children through the school estate, school-room, school housekeeping, costume, work, and specific art instruction. For school and general library.
- 709.9493** **Roses, Max.** Art in Flanders. (Ars una, species mille, general history of art) Scribner \$1.50 n
- 14-30418** Considers the development of Flemish art from its beginning to the end of the nineteenth century by chronological periods treating under each, architecture, painting and sculpture and giving special attention to illuminated books and early miniatures. Like others of this series it has 4 colored plates, 600 small but clear text illustrations and bibliographies at chapter ends.
- 14-21134** *The art of the Low Countries* (Doubleday \$2.50 n 759.9) by W. R. Valentiner, translated from the German by Mrs Schuyler Van Rensselaer, is a collection of essays on the art of Holland and Belgium that combine original research and minute erudition with fineness of taste and appreciation. The translation reads with the grace of an original. It is both a learned and a humane book. 84 illustrations mostly from out-of-the-way originals. *Nation*, 100:89
Author was till recently on the staff of the Metropolitan Museum. Roses, Ath. 1914, 1:386; Dial, 56:431; Nation, 98:509.
- 745** **Blanchard, M. M.** The basketry book. Scribner \$2 n
- 14-19390** Twelve lessons in reed weaving, giving definite directions accompanied by careful diagrams and photographs. Tools and material are described and there are a list of technical terms and a scale of measurements.
- 745** ***Hicks, A. M.** The craft of hand-made rugs. McBride \$2 n
- 14-3915** Treats fully and practically of the material, making and design of all kinds of homemade rugs. Additional chapters on dyeing, stenciling, bed quilts, bayberry candles and batikmaking. Diagrams and illustrations from photographs.
Nation, 99:531.
- 749** **Eberlein, H. D. & McClure, Abbot.** Practical book of period furniture. Lippincott \$5 n
- 15-514** Best book in one volume, workmanlike and clear. Each period is carefully distinguished and can be studied separately. Identification is made easy by an illustrated chronological key to which there are frequent references. Treats of furniture of the English, American colonial, postcolonial and principal French periods with chapters devoted to important designers. Diagrams, illustrations, glossary, bibliography, index.
Outlook, 109:105.

- 749** **Shackleton, Robert & Elizabeth.** The charm of the antique. Hearst's Internat. Lib. Co. \$2.50 n
- 14-13255 Agreeably discursive chapters which describe the authors' "finds" in the way of old furniture, china and other things and incidentally give good hints for other collectors. Good illustrations from photographs. Dial, 57:459; Nation, 99:481.
- 750** ***Hurl, E. M.** How to show pictures to children. Houghton \$1 n
- 14-10383 Practical suggestions to mothers and teachers on the use and value of pictures in the child's education, with information concerning those best for the purpose. Illustrated. School Arts Mag., 14:66.
- 750.5** ***Brown, A. V. V. & Rankin, William.** Short history of Italian painting. Dutton \$2.25 n
- 14-11604 Guide to the study of Italian painting sufficiently clear and detailed for the beginner and yet embodying the results of modern criticism. *Preface.* Useful for students and club work. Bibliography, index to artists and paintings, index. Over 90 halftone reproductions of paintings. The criticism is almost always just and sometimes brilliant. It is the first popular work that does any sort of justice to the great painters before Giotto. *Nation*, 99:27
Ath. 1914, 1:832; Outlook, 108:658; Outlook (Eng.), 33:722; Sat. R., 117:775.

MUSIC

- 780.4** **Rolland, Romain.** Musicians of to-day. (Musician's bookshelf) Holt \$1.25 n
- 15-4628 Enthusiastic and original though somewhat contradictory critical essays on the lives and work of Berlioz, Wagner, Saint-Saëns, D'Indy, Richard Strauss, Wolf, Perosi and De Bussy, with an account of French music since 1870. Author a well-known novelist and professor of musical criticism in the Sorbonne. Ath. 1915, 1:197; Bookman, 41:97; Dial, 58:82; Nation, 100:32; Sat. R., 119:172; Spec., 114:161, Jan. 30, '15.

AMUSEMENTS

See also Children's books, pages 42-43

- 790** **Forbush, W. B.** Manual of play. Jacobs \$1.50 n
- 14-18099 Compilation of suggestions for children's free play as distinguished from games; describes the furnishing of play rooms and discusses all varieties of play and playthings for children of different ages. List of playthings, giving price. Bibliography. Useful for mothers and teachers.
- 14-4503 *Play and recreation for the open country* (Ginn \$1.25 n) by H. S. Curtis is a practical handbook by an expert, treating subjects of rural home and school games and amusements for children and entertainments for the community as a whole. Urges the value of social centers. Illustrated. Curtis, Am. Jour. Sociol., 20:277, 552; Nation, 98:461; Survey, 32:202.
- 790** **Glover, E. H. ed.** "Dame Curtsey's" book of games for children. McClurg 50c n
- 14-16460 An ingenious variety of games and entertainments new and old for children from three to fifteen. "For indoors and outdoors and all occasions." Helpful to mothers and teachers.

- 792** **Moderswell, H. K.** The theatre of to-day. Lane \$1.50 n
 14-18449 Comprehensive and interesting examination of the mechanical, artistic, literary and social forces affecting the theater of Europe and America in the last ten years. Illustrated. Not indexed.
- 14-3277 *Studies in stagecraft* by Clayton Hamilton (Holt \$1.50 n 792) is a series of readable articles, reprinted from several periodicals, on modern drama in its relation to the stage, commenting on new types of stages, stage directors and plays. Index.
- 14-19872 Richard Burton's *How to see a play* (Macmillan \$1.25 n 808.2) aims to give theater-goers concisely and simply an idea of the structure of plays and their literary and artistic value.
 Moderswell, Nation, 99:639.
 Hamilton, Ath. 1914, 1:455; Dial, 56:388; Nation, 98:672; N. Y. Times, 19:194, Apr. 19, '14; Rev. of Rev., 49:503.
 Burton, Dial, 58:76; Nation, 100:88.
- 796** ***Withington, Paul, ed.** Book of athletics. Lothrop \$1.50 n
 14-15457 Collection of articles by expert players, captains and coaches, giving practical advice and suggestions on almost every form of athletic games and sports, especially football to which most space is allotted. Interesting to boys as well as men. Illustrations from photographs. No index.
 Independent, 80:416; Lit. Digest, 49:1132.
- 799** ***Hornaday, W. T.** Wild life conservation in theory and practice. Yale Univ. Press \$1.50 n
 14-21594 Readable chapters urging importance of the preservation of wild life in this country and the duty of the public in the matter. Less of a handbook than his *Our vanishing wild life* (Best Books 1913, p. 21), which it supplements. Bibliography and chapter on Private game preserves by F. G. Walcott. 14 illustrations from photographs.
 Ath. 1915, 1:146; Outlook, 109:160.

ESSAYS ETC.

- 809.2** ***Chandler, F. W.** Aspects of modern drama. Macmillan \$2 n
 14-22316 Careful study of dramatic themes. Analyzes over two hundred plays, arranged by subject, with lists of plays, English translations and critical aids. Based on lectures at Columbia and University of Cincinnati. Very useful for students and study clubs. Index.
- 14-11003 Barrett H. Clark's *The continental drama of to-day* (Holt \$1.35 n) gives helpful suggestions, questions, biographies, bibliographies and brief outlines for study of more important plays of twenty-four living European dramatists. To be followed by volume on English and American drama. Index.
 Clark, Dial, 57:392; N. Y. Times, 19:306, July 12, '14.
- 814** **Humphrey, Zephine.** The edge of the woods and other papers. Revell \$1.25 n
 14-2049 Attractive little essays and sketches humorous, grave or fanciful, on all manner of topics, having a pleasant literary flavor and fine feeling. Many have appeared in magazines.
 Dial, 56:255; Nation, 98:608.
- 814** **Jenkins, MacGregor.** The reading public. Houghton 75c n
 or 028.1
 14-17478 Brief, witty, unpretentious discussion of types of magazine readers and contributors, by the publisher of the *Atlantic Monthly*.
 Nation, 100:58.

- ## POETRY

- ## DRAMA

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- 822** ***Barrie, J. M.** Half hours. Scribner \$1.25 n
 14-18746 Four one-act plays, *Pantaloon*, *The twelve pound look*, *Rosalind*, and *The will*, with the author's accompanying notes of introduction, explanation and comment. Two are comedies, two serious, all show the author's whimsical imagination and deft touches of characterization.
 Dial, 58:49; Nation, 100:124; N. Y. Times, 19:493, Nov. 8, '14.
- 822** **Galsworthy, John.** Plays. Third series. Scribner \$1.35 n
 A 14-15438 Contents: *The fugitive*, *The pigeon*, *The mob*. Three well-written and interesting plays. The first presents a gloomy picture of the situation confronting a woman who breaks away from an unhappy marriage and has no means of support. The second is a humorous satire on the conflict between practical and theoretical philanthropy. The third shows the contrast between conventional patriotism and the broader love of humanity.
 The fugitive, N. Y. Times, 19:87, Feb. 22, '14; Rev. of Rev., 49:501.
 The mob, Dial, 57:55; N. Y. Times, 19:321, July 26, '14.
 The pigeon, Bookman, 35:243; Dial, 52:469.
- 822** **Gibson, W. W.** Borderlands and Thoroughfares. Macmillan \$1.25 n
 14-16934 Lyrics and dramatic poems of striking force and beauty.
 The heart of humanity is in this poet's verse but in his evocation of the social spirit he never neglects artistic perfection. *W. S. Braithwaite in Boston Transcript*, Dec. 5, '14, p. 8
 Ath. 1914, 2:449; Independent, 80:288.
- 822** **Masefield, John.** Philip the king and other poems. Macmillan \$1.25 n
 14-19310 The title poem is a dignified one-act drama whose chief figure is Philip of Spain awaiting news of the Armada. Of the shorter poems two (*The river*, and *The "Wanderer"*) are stirring sea narratives and one, August 1914, is on the European war. Watching by a sick bed, is the fifth and last.
 Lit. Digest, 49:1290; Nation, 100:122; No. American R., 201:100; Spec., 113:593, Oct. 31, '14.

HUMOR

- 827** **Leacock, Stephen.** Arcadian adventures with the idle rich. Lane \$1.25 n
 14-19307 Keen, satirical sketches of plutocratic types, making skilful thrusts at the foibles of society. Sometimes forced, but amusing. Appeared in the *American Magazine*.
 Ath. 1915, 1:68; Nation, 99:715; N. Y. Times, 19:569; Dec. 13, '14; Outlook (Eng.), 35:245; Sat. R., 118:635; Spec., 113:753, Nov. 28, '14.

DESCRIPTION AND TRAVEL

See also Children's books, pages 43-44

- 913.38** **Davis, W. S.** A day in old Athens. Allyn \$1.25 n
 14-10909 Tries to describe what an intelligent person would see and hear in ancient Athens, if by some legerdemain he were translated to the fourth century B. C. and conducted about the city under competent guidance. *Preface*
 Of most use for schools but so readable as to be interesting to anybody. Illustrations from contemporary pictures.
 Nation, 99:324; N. Y. Times, 19:367, Aug. 30, '14.

- 914 Bennett, Arnold.** From the log of the Velsa.
Century \$3 n
- 14-19193** Sprightly, rambling chapters describing several yacht cruises in and out of the ports of Holland, Denmark, France, Belgium and England, and giving humorous impressions of scenes and people. A handsome book with some fifty attractive illustrations from drawings by E. A. Rickards. Appeared in the *Century*.
Bookman, 40:425; Dial, 57:304.
- 914 *Shackleton, Robert.** Unvisited places of old Europe.
Penn \$2.50 n
- 13-25366** Entertaining descriptions of picturesque places unknown to the ordinary tourist — the Scilly Islands, Guernsey, Normandy, Forest of Arden, Liechtenstein, the Dolomites in winter, etc. Sketches and twenty-seven good sepia halftone photographs. Index.
Dial, 56:306; Nation, 99:23.
- 914.28 Hutton, W. H.** Highways and byways in Shakespeare's country. (Highways and byways ser.)
Macmillan \$2 n
- 14-10119** Much historical and antiquarian lore is conveyed with literary flavor and some humor in this glorified guidebook to Stratford and all the surrounding region which the author knows and loves well. Charming illustrations from drawings by Edmund H. New. Map.
Ath. 1914, 1:710; Dial, 57:207; Nation, 99:257; Outlook (Eng.), 34:17.
- 914.36 *Kellner, Leon, Arnold, Mme Paula, & Delisle, A. L.**
Austria of the Austrians and Hungary of the Hungarians. (Countries and peoples ser.) Scribner \$1.50 n
- 14-30361** A good popular handbook on government, politics, education, commerce and industry, literature, art and music, religion and life of each country. Two sections with separate indexes. 34 halftone photographs, folding map.
Ath. 1914, 1:86.
- 914.4 *Hartt, R. L.** Understanding the French.
McBride \$1.50 n
- 14-17658** Sprightly comments on French traits, foibles and virtues. *Outlook*, 108:818
Shows real keenness of observation and is fair and sympathetic without being unmixed eulogy.
- 13-22520** Arnold Bennett's *Paris nights and other impressions of places and people* (Doran \$3 n 914) contains piquant sketches of life in France, England, Italy and Switzerland. Unusual illustrations from sketches by E. A. Rickards.
- A14-1060** *French civilization in the nineteenth century* (Century \$3 n 944) by A. L. Guérard is a comprehensive and well-balanced appreciation of the political, social and intellectual development of France during the last century, the result of profound study but full of interest for the casual reader as well as the student. Outcome of lectures delivered at Leland Stanford University 1912-13. Well provided with synopses, chronological tables and bibliographies.
Bennett, Ath. 1913, 2:522; Dial, 55:477; Nation, 97:541; Outlook (Eng.), 32:795.
Guérard, Nation, 99:284; No. American R., 200:302; Spec., 112:226, Feb. 7, '14; Yale R. n.s., 4:391.

- 914.53** ***Lucas, E. V.** A wanderer in Venice. Macmillan \$1.75 n
 14-21044 Dignified in form, illustrated with intelligence, informed in art and criticism, delightful in personal touch, humor and quality. *Outlook*, 109:237
 16 illustrations in color, 32 halftones from photographs, maps on end papers.
- 14-9888** *Lombard towns of Italy* (Dodd \$1.75 n **914.52**) by E. R. Williams jr is a companion volume to author's *Hill towns* and *Plain towns of Italy* and describes the cities of Lombardy (omitting Milan and Como) with the delightful blending of history, art criticism and personal experiences which made the other books so attractive. 8 illustrations from photographs and folding map.
 Lucas, Ath. 1914, 2:554; Dial, 57:506; Nation, 100:26.
 Williams, Bookman, 40:428; Nation, 98:641; N. Y. Times, 19:303, July 5, '14; Spec., 113:239, Aug. 15, '14.
- 914.7** ***Williams, H. W.** Russia of the Russians. (Countries and peoples ser.) Scribner \$1.50 n
 A14-1023 The best introductory account of present-day Russia that exists in English. It gives an epitome of salient features of history followed by admirable essays on bureaucracy, the constitution, the press, the church and people, trade, literature, music, theater, painting and architecture. Emphasizes the distinguishing features of Russian life. A truthful, kindly book, well illustrated from photographs. *Nation*, 99:44 (adapted)
 Independent, 79:415; N. Y. Times, 19:359, Aug. 23, '14.
- 914.91** **Russell, W. S. C.** Iceland; horseback tours in saga land. Badger \$2 n
 14-10532 The only recent popular book on Iceland, this is primarily a narrative of author's experiences during four summers spent in exploring both the wild and settled portions, but it contains sufficient history and guidebook information to make it useful for travelers. Illustrations from author's photographs. Maps on end papers.
 Annals Am. Acad., 55:284; N. Y. Times, 20:30, Jan. 24, '15.
- 914.96** **Whitman, Sidney.** Turkish memories. Scribner \$2.25 n
 14-16967 Vivid and informing impressions of Turkish character gained during experiences in the Armenian outbreak of 1896 and the Greco-Turkish war of 1897, as representative of the *New York Herald*. Author gives a favorable presentation of the Turkish side and the character of Abdul Hamid. Index.
 Ath. 1914, 1:677; Outlook, 107:758; Outlook (Eng.), 34:146; Sat. R., 117:606.
- 915** **Dickinson, G. L.** Appearances. Doubleday \$1 n
 14-20346 Detached sketches of institutions, places and types in the Far East and America. There are blended travel pictures, reflections and observations and critical comments on America as the type of western materialism. *A. L. A. Booklist* (adapted)
 Dial, 57:500; Nation, 100:20; New Republic, 21 Nov. '14, p. 25; Spec., 113:750, Nov. 28, '14.
- 915.1** ***Cooper, Elizabeth.** My lady of the Chinese courtyard. Stokes \$1.50 n
 14-6830 In the form of family letters from a Chinese lady of rank, describes with insight and sympathy the secluded life formerly led by the women of her class and the changes effected by modern conditions. Unusually beautiful illustrations from photographs.
 Bookman, 39:327; Nation, 98:575.

- 915.2 Okakura-Yoshisaburo.** Life and thought of Japan. Dutton \$1.25 n
 A14-663 Interpretation of Japan claiming that the old Japanese spirit is unchanged in spite of modern developments. Good descriptions of home life and society. Valuable for Japanese point of view. Twenty-five halftone photographs.
 Nation, 99:194; Outlook (Eng.), 33:19; Sat. R., 117:52.
- 916.1 Woodberry, G. E.** North Africa and the desert: scenes and moods. Scribner \$2 n
 14-8090 A poet's sketches, full of color, atmosphere and fine appreciation of the charm and spirit of Tunis, Algeria and Tripoli.
 Dial, 57:57; Nation, 99:20.
- 916.2 Low, S. J. M.** Egypt in transition. Macmillan \$2.50 n
 14-3577 Readable survey of political, social and administrative conditions in Egypt and the Sudan after the latter's reconquest by Lord Kitchener. 6 portraits and index.
 A lively and trustworthy account of present conditions in the valley of the Nile. *Earl of Cromer in Introduction*
 14-16468 *The women of Egypt* by Elizabeth Cooper (Stokes \$1.50 n) gives pleasantly written impressions of customs, harem life, religion and missions. Author kept house in Cairo. Attractively illustrated.
 Low, Dial, 57:252; Sat. R., 117:178; Spec., 112:307, Feb. 21, '14.
 Cooper, Acad., 87:13, July 4, '14; Ath. 1914, 2:45; Dial, 57:304; Outlook, 108:441; Outlook (Eng.), 33:817.
- 916.7 Crawford, Daniel.** Thinking black. Doran \$2 n
 13-22104 Remarkable study of the negro's ways of life and thought based on the diary of a missionary who spent twenty-two years without a break in Central Africa. Brilliant and discursive. Halftone photographs and tipped-in, badly colored illustrations.
 His wayward fancy bears along on its full flood allegory, meta-physical reflection and psychology which convey to the reader flashes of illumination as to the character of the negro. *Spectator*, 110:60, Jan. 11, '13
 Rev. of Rev. 49:366.
- 917.2 Fyfe, H. H.** The real Mexico: a study on the spot. McBride \$1.25 n
 14-8528 A journalist's graphic account of Mexican turmoil. Offers criticism of political situation, with frank statement of anti-American attitude and interesting sketches of Diaz, Huerta, Madero and others. Superficial but timely. Map.
 Bookman, 39:549; Dial, 56:501; Independent, 78:217; N. Y. Times, 19:199, Apr. 19, '14; Outlook, 107:132.
- 917.3 *Hunt, Gaillard.** Life in America one hundred years ago. Harper \$1.50 n
 14-18735 A sketch drawn in outline of life and manners in the United States in the year when peace was made with Great Britain. *Preface*. Enlightening chapters on travel, clothes, literature, food, doctors etc. and interesting illustrations from portraits and old prints.
 14-18566 A book of the same type is M. C. Crawford's *Social life in old New England* (Little \$2.50 n 917.4).
 This is a pleasant, gossiping commentary upon the manners and conditions of early New England life, blessed with a touch of humor and at times surprisingly frank. *Nation*, 99:750 (adapted)
 Illustrations from portraits, photographs and prints.
 Hunt, Lit. Digest, 49:1187; Nation, 100:85.
 Crawford, Bookman, 40:432; N. Y. Times, 20:46, Feb. 7, '15.

- 917.3** ***Street, Julian.** Abroad at home. Century \$2.50 n
 14-20789 Humorous and entertaining yet informing chronicle of the author's "American ramblings, observations and adventures" on a tour across the continent from New York to San Francisco. Illustrated from sketches by Wallace Morgan, author's traveling companion.
- 14-20566** *The end of the trail* (Scribner \$3 n 917.9) by E. A. Powell describes enthusiastically and picturesquely an automobile trip from the Mexican border to British Columbia taken with a view to seeing as much as is left of pioneer life in the West. Includes advice useful for automobilists and intending settlers. Map and many halftone photographs.
- 14-19365** E. L. Kolb's *Through the Grand Canyon from Wyoming to Mexico* (Macmillan \$2 n 917.91) is a modest narrative of a dangerous passage made by the author and his brother in rowboats down the Green and Colorado rivers, through the Grand Canyon to the Gulf of California. Illustrated from their remarkable photographs for which the trip was made.
 Street, Bookman, 41:94; Dial, 57:505; N. Y. Times, 19:575, Dec. 20, '14.
 Powell, Dial, 58:88; Nation, 100:282.
 Kolb, Bookman, 40:432; Dial, 57:456; Nation, 100:282.
 All, Independent, 80:380.
- 917.94** ***Williams, J. H.** Yosemite and its high Sierra.
 J. H. Williams, San Francisco \$1.50 n
 15-2017 Notable for the two hundred or more well chosen and exceptionally good halftone illustrations from photographs and containing a brief, popular description of the valley and adjacent country. Bibliography, maps and notes for tourists.
 Dial, 57:507.
- 917.94** ***Wood, R. K.** The tourist's California. Dodd \$1.25 n
 14-17630 Comprehensive and timely handbook of information regarding transportation, hotels, theaters, festivals and sports, with readable descriptions of places of interest to visitors. List of tourist cities and resorts. 24 illustrations and folding map. Index.
- 14-30981** *California*, painted by Sutton Palmer and described by Mary Austin (Macmillan \$4 n), is a beautiful volume combining poetic essays and attractive colored illustrations, that the small library may well buy when less expensive.
- 14-18821** Gertrude Atherton's *California: an intimate history* (Harper \$2 n 979.4) sketches attractively the picturesque and dramatic incidents, with emphasis on striking personalities and political events. 40 illustrations.
- 14-16592** C. F. Saunders's *With the flowers and trees in California* (McBride \$2.50 n 581.9794) chats informally on trees, shrubs and flowers, weaving in pleasant bits of historical lore. 28 illustrations and index.
 Atherton, Bookman, 40:572; Dial, 57:498; Nation, 99:714; N. Y. Times, 20:5, Jan. 3, '15; No. American R., 201:93.
 Austin, Ath. 1914, 2:349; Bookman, 40:430; Dial, 57:496.
 Saunders, Dial, 57:496; Nation, 99:714.
 Wood, Nation, 99:714.
- 917.98** **Stuck, Hudson.** Ten thousand miles with a dog sled.
 Scribner \$3.50 n
 14-9357 Unusually interesting chronicle of winter life and travel in the Alaskan interior by an Episcopal missionary whose work brought him into intimate contact with its perils and hardships. *Wisconsin Bulletin*
 Author pleads for the protection of the Eskimo. Well illustrated from photographs. Map.
 Ath. 1914, 2:498; Dial, 57:144; Nation, 99:76; N. Y. Times, 19:251, May 31, '14.

- 918.1 Roosevelt, Theodore.** Through the Brazilian wilderness. Scribner \$3.50 n
- 14-19126 Vigorous and attractive account of the hunting experiences, specimens collected and exploration of the Roosevelt-Rondon scientific expedition under the auspices of the American Museum of Natural History and the Brazilian government. Published in *Scribner's*. Excellent illustrations from photographs, maps, index.
- 14-20570 Readable and interesting from beginning to end. It has just the right admixture of narrative, observation and reflection. *Dial*, 57:449
- Another first-hand narrative of exploration in Brazil is *The Lower Amazon* by Algot Lange (Putnam \$2.50 n), which recounts experiences in little known regions of Pará, giving useful information on rubber growing and resources of the region. Good illustrations, maps, index.
- Roosevelt, Ath. 1914, 2:664; Nation, 99:748; N. Y. Times, 19:497, Nov. 15, '14; Outlook (Eng.), 34:759; Spec., 113:890, Dec. 19, '14. Lange, Bookman, 40:571.
- 919.22 Walcott, A. S.** Java and her neighbors: a traveler's notes in Java, Celebes, the Moluccas and Sumatra. Putnam \$2.50 n
- 14-6444 Informing account of three months' travel in this interesting tropical region. Introduced by a historical sketch, with some description of present-day political conditions. Excellent guide for travelers. 78 good illustrations from photographs, place and name index, and a sketch map.
- Ath. 1914, 2:228; *Dial*, 57:82; Outlook (Eng.), 33:788.
- 919.6 Stevenson, Mrs Fanny (Van de Grift).** Cruise of the "Janet Nichol" among the South Sea Islands. Scribner \$1.75 n
- 14-17832 Diary kept by Mrs Robert Louis Stevenson on a voyage among the South Sea Islands which she took with her husband and son in a trading vessel from April to July 1890. Of interest for the intimate picture of her husband and for description of the islands. Map and numerous full page halftone photographs.

HISTORY

See also Children's books, page 44

- 327.42 *Cramb, J. A.** Germany and England. Dutton \$1 n
- 14-17232 Lectures delivered in 1913 in which an English historian, familiar with the conditions and ambitions of both countries, gave his reasons for considering a war between England and Germany inevitable.
- Nowhere else are the forces which led to the war so clearly set forth. Lord Roberts
- 14-18727 A. B. Hart's *The war in Europe* (Appleton \$1 n 940.9) is a convenient handbook in two parts. The first is devoted to a crisp description of the general international situation in Europe on the eve of war. The second part contains an account of the outbreak of the war with chapters on the psychology of war, the question of neutrality, possible terms of peace, etc. A very fair and substantially accurate piece of work. *Dial*, 58:46
- No index.
- 14-22012 *The new map of Europe 1911-14* (Century \$2 n 327.4) by H. A. Gibbons aims also to show causes of the war but gives a much fuller treatment than the preceding volumes and places more emphasis on the part played by the Balkan wars and the "Eastern question" which follows naturally from the author's residence in Constantinople. Closes with England's declaration of war. Somewhat anti-German in sentiment but aims to be fair. 6 maps. No index.

- 14-19685 Edmund von Mach's *What Germany wants* (Little \$1 n 943.08) is the most balanced, restrained and persuasive of the attempts to place the German position in a favorable aspect before American opinion. Author, an American citizen of Prussian birth, contends that Bernhardt does not voice popular sentiment in Germany.
- 14-30977 The *Handbook of the European war* (Handbook ser. H. W. Wilson Co. \$1 n 940.9) edited by S. S. Sheip is valuable for quick reference to material not otherwise easily accessible. Arranged by countries, it includes historical summaries, diplomatic papers, digests of important books, speeches and articles, chronology of events to November 1, 1914, maps, and selected bibliography by Corinne Bacon.
Cramb, Dial, 57:293; N. Y. Times, 19:409, Oct. 4, '14; Pol. Sci. Q., 29:706; Sat. R., 118:298; Spec., 113:267, Aug. 22, '14.
Gibbons, Dial, 58:46; Nation, 100:80; N. Y. Times, 19:551, Dec. 6, '14.
Hart, Nation, 99:635; N. Y. Times, 19:457, Oct. 25, '14; Outlook, 108:817.
Mach, Dial, 58:46; Nation, 99:778; N. Y. Times, 19:498, Nov. 15, '14.
Sheip, Independent, 80:475.
- 940.9 *Powell, E. A. Fighting in Flanders. Scribner \$1 n
14-22578 Vivid account of what the author, special correspondent for the *New York World*, saw of the European war in Belgium. Describes chiefly the destruction of Belgian cities ending with the fall of Antwerp. Decidedly pro-Belgian. Illustrations from photographs.
- 14-22662 *With the allies* (Scribner \$1 n) by Richard Harding Davis, also the report of an eye-witness, describes graphically and not without humor the early campaigns of the war as seen by him in Belgium and France and his own experiences, particularly while he was held as a spy by the Germans. Strongly anti-German. Illustrations from photographs. Appeared in *Scribner's Magazine*.
Powell, Ath. 1914, 2:589; Spec., 113:847, Dec. 12, '14.
Davis, N. Y. Times, 19:563, Dec. 13, '14.
- 949.6 Schurman, J. G. The Balkan wars 1912-1913. Princeton Univ. Press \$1 n
14-22287 Two lectures one of which deals with the conflict between Turkey and the Balkan states, exhibiting its cause, sketching its course, and summing up its results, the other tells the story of the war between the allies that followed close upon the successful movement against Turkey. N. Y. Times, 19:407, Sept. 27, '14.
Sketch maps of the region before and after the wars.
- 970.4 Skinner, Alanson. The Indians of Greater New York. (Little histories of North American Indians) Torch Press \$1 n
15-5357 The history and customs of the Delawares, Mahikans and Mohegans who inhabited the region now known as Greater New York. In part a compilation from the records of early explorers and settlers and in part description of the relics found in shell heaps examined by the author. Interesting and reliable. Map, bibliography and index.
- 973 *Stevens, W. O. Story of our navy. Harper \$1.50 n
14-18565 Spirited history of the United States navy from beginnings to present time (1914). Treats of services in time of peace and historical significance of naval battles as well as of the battles themselves. Will interest older children as well as adults. Illustrated.
- 14-12301 *Our many-sided navy* by R. W. Neeser (Yale Univ. Press \$2.50 n, 353.7) is an enthusiastic description of the United States navy; its organization, work and the daily life of its men. Written to give the landsman "an inside and accurate view." Well illustrated from photographs.

- Stevens, Nation, 99:663.
 Neeser, Dial, 57:145; Nation, 99:195; N. Y. Times, 19:352, Aug. 16, '14; Yale R. n. s., 4:432.
- 973 Usher, R. G.** The rise of the American people. Century \$2 n
- 14-7507** A brilliant historian's vivid and suggestive interpretation of the meaning of the facts of American national development. Emphasizes the period 1777-1877.
 Nation, 100:85; N. Y. Times, 19:365, Aug. 30, '14; No. American R., 200:298.
- 973.3 Trevelyan, Sir G. O.** George the Third and Charles Fox. Longmans 2v. v.1 (1912) \$2 n; v. 2 (1914) \$2.25 n
- 12-14722** Concluding volumes of author's former works: *Early history of Charles James Fox* (A. L. A. Catalog 1904) and *The American Revolution* (Best Books 1903, p. 455).
 Vivacious and accurate narrative history covering the period from 1778 to the fall of Lord North's ministry a few months after the surrender of Cornwallis at Yorktown. Although chiefly concerned with events in England there are chapters of exceptional interest devoted to the course of affairs in America.
 Its essential characteristic is justice to both England and America. *Spectator*
 Maps and an index to both volumes.
 v. 1, Am. Hist. R., 17:827; Ath. 1912, 1:246; Dial, 53:292; Nation, 94:316; Spec., 108:395, Mar. 9, '12.
 v. 2, Dial, 58:14; Eng. Hist. R., 30:153; Nation, 99:631; N. Y. Times, 19:509, Nov. 22, '14; Spec., 113:527, Oct. 17, '14.
- 974.75 Carpenter, W. S.** The summer paradise in history. General Passenger Department, Delaware & Hudson Co. bds 25c
- 14-7090** Compilation of fact and tradition covering Lake George, Lake Champlain, the Adirondack mountains, and other sections reached by the rail and steamer lines of the Delaware and Hudson Company. *Subtile*
 Though obviously an advertisement and without pretense to completeness or historic accuracy, will be a useful reference book in any New York library. Alphabetical subject arrangement. Illustrations, maps, bibliography.
 Nation, 99:286.
- 991.4 Crow, Carl.** America and the Philippines. Doubleday \$2 n
- 14-7083** Popular, entertaining chapters on what the United States has accomplished toward civilization in the Philippines, and on the unfitness of the natives for independence. Illustrated from photographs.
- 14-3179** D. C. Worcester's *The Philippines, past and present* (Macmillan 2v. \$6 n) is a more serious and authoritative treatment of the same subject. It is largely controversial, defending the policy of the United States in the islands from the attacks of Blount in *The American occupation of the Philippines* and asserting that they are incapable of self-government. Many photographic illustrations and map.
 Crow, Annals Am. Acad., 57:338; Dial, 56:465; Nation, 98:701.
 Worcester, Am. Jour. Sociol., 20:264; Annals Am. Acad., 56:186; Bookman, 39:452; Nation, 98:361; N. Y. Times, 19:69, Feb. 15, '14.

BIOGRAPHY

See also Children's books, page 45

- Alcott. Bonstelle, Jessie & DeForest, Marian, ed.** Little women letters from the house of Alcott. Little \$1.25 n
 14-17126 Selections from the letters and diaries of Louisa Alcott and her family connected by a sympathetic biographical narrative by the dramatizers of *Little women*. Gives an attractive picture of the home life of the Alcotts. Illustrations from portraits and facsimiles.
- Austen. Cornish, F. W.** Jane Austen. (English men of letters) Macmillan 75c
 13-35971 Two chapters give an excellent brief life, and the rest is devoted to summaries of the novels with many extracts and shrewd but appreciative criticism.
 Ath. 1913, 2:446; Dial, 56:73; Nation, 97:568; Spec., 111:971, Dec. 6, '13.
- *Bradford, Gamaliel.** Confederate portraits. Houghton \$2.50 n
 14-7092 Character studies of J. E. Johnston, J. E. B. Stuart, Longstreet, Beauregard, J. P. Benjamin, A. H. Stephens, Robert Toombs, Raphael Semmes and a short chapter on the Battle of Gettysburg. Companion volume to author's *Lee the American* and shows the same careful research and considered judgment. Appeared in large part in the *Atlantic Monthly*. Portraits.
 Am. Hist. R., 20:177; Dial, 57:51; Lit. Digest, 49:898; Rev. of Rev., 49:757; Yale R. n. s., 4:199.
- Brown, Mrs Demetra (Vaka).** A child of the Orient. Houghton \$1.25 n
 14-9080 Reminiscences and tales of the author's early days as a Greek child in Constantinople, of Turkish girlhood friends, and of harem life. Later chapters describe her first years in this country.
 Ath. 1914, 2:193; Lit. Digest, 48:1497; Nation, 98:635.
- Bullard, F. L.** Famous war correspondents. Little \$2 n
 14-17315 Twelve timely and stirring narratives of such notable men as Sir William Howard Russell, Archibald Forbes, Frederick Villiers, G. W. Steevens, James Creelman etc., with two chapters on the "covering" of the Civil and Spanish-American Wars. 17 portraits, index.
 Dial, 57:305; Independent, 81:211; N. Y. Times, 19:433, Oct. 11, '14; No. American R., 200:790.
- *Burroughs. Barrus, Clara.** Our friend John Burroughs. Houghton \$2 n
 14-5340 Readable volume, about half consisting of autobiographical chapters by John Burroughs himself and the rest of Miss Barrus's detached sketches describing with warm personal appreciation his life in favorite haunts and journey to the Hawaiian islands. Illustrations from photographs.
 Dial, 56:335; Lit. Digest, 48:1441; Nation, 98:468; N. Y. Times, 19:293, June 28, '14.
- Carson. Sabin, E. L.** Kit Carson days (1809-68). McClurg \$3 n
 14-11336 Fully documented and authenticated biography of the famous old Indian fighter and Civil War soldier and a history of his times and companions illustrated by many rare prints. *Dial*, 57:343
 N. Y. Times, 20:18, Jan. 17, '15.

Cavour. Orsi, Pietro. Cavour and the making of modern Italy 1810-1861. (Heroes of the nations)

Putnam \$1.50 n

- 14-3981 Less a life of the man than a history of the period with Cavour as the central figure. Hardly needed by libraries having the fuller and more expensive *Life and times of Cavour* by W. R. Thayer (*Best Books* 1911, p. 34). Illustrations from portraits, photographs and facsimiles. Map.

Shows skill in condensation, sense of perspective, fairness and adequate knowledge. *American Historical Review*, 20:204

Ath. 1914, 1:336; Dial, 56:431; N. Y. Times, 19:223, May 3, '14.

Fawcett. Holt, Winifred. A beacon for the blind: being a life of Henry Fawcett. Houghton \$2.50 n

- 14-30983 Sympathetic and inspiring informal account of a remarkable, courageous personality and his notable achievements in spite of blindness, in Parliament and as postmaster general of England. Supplements the more formal biography by Leslie Stephen. 16 illustrations, 2 facsimiles, index.

Lit. Digest, 49:1016.

***Hegermann-Lindencrone, Mme Lillie de.** The sunny side of diplomatic life, 1875-1912. Harper \$2 n

- 14-18397 Sprightly, entertaining letters to the author's family and friends describing her social life and the notable people she met as a diplomatist's wife in Washington, Rome, Stockholm, Paris and Berlin. Reprinted from *Harper's Magazine*. Illustrated.

Lit. Digest, 49:1016; Nation, 99:634; No. American R., 200:946.

Higginson, Mrs M. P. (Thacher). Thomas Wentworth Higginson. Houghton \$3 n

- 14-5339 Excellent biography of the New England preacher, soldier, reformer and author, written by his wife with many selections from his diary and letters. Supplements his own volumes of reminiscences and gives many recollections of notable people. Treats most fully his life before and during the Civil War. Illustrations from photographs. Bibliography.

Bookman, 39:330; Dial, 56:414; Nation, 98:502; Outlook, 107:560.

***McClure, S. S.** My autobiography. Stokes \$1.75 n

- 14-15200 Interesting, simply told narrative of the author's childhood in the north of Ireland, early struggles to earn a living and to gain an education in this country, of the development of the McClure syndicate for magazine articles and impressions of Stevenson, Kipling and other famous authors he met in this work.

Dial, 57:247; Nation, 100:200; N. Y. Times, 19:576, Dec. 20, '14; Spec., 113:717, Nov. 21, '14.

***Morris. Clutton-Brock, Arthur.** William Morris; his work and influence (Home university lib.) Holt 50c n

- 14-13556 Admirable short biography, sufficiently comprehensive for a small collection, treating of Morris's life, friends and interests and activities in literature, craftsmanship and socialism. Based largely on Mackail's *Life of William Morris* (A. L. A. catalog 1904).

Parnell. Parnell, J. H. Charles Stewart Parnell; a memoir by his brother. Holt \$3 n

- 14-21045 Not a formal life but intimate personal recollections and anecdotes showing appreciation and affection. Comparatively slight treatment of Parnell's political career. Photogravure portrait.

Nation, 99:693; N. Y. Times, 20:34, Jan. 31, '15.

***Putnam, G. H.** Memories of my youth 1844-65.

Putnam \$2 n

- 14-7900 Interesting recollections of the author's boyhood in England and New York, his experiences as a student in Europe and his services in the Civil War. The last occupy half the book.

Ath. 1914, 2:169; Dial, 56:378; Lit. Digest, 49:357; Nation, 98:699; N. Y. Times, 19:193, Apr. 19, '14; Sat. R., 117:709.

Reed. McCall, S. W. Life of Thomas Brackett Reed.

Houghton \$3 n

- 14-21589 Sympathetic yet reserved biography dealing rather with Speaker Reed's public than private life. Takes up many important questions debated while he was in Congress, and quotes selections from his speeches and writings. 26 illustrations including portraits and facsimiles. Index.

A good, what may be called a breathing likeness of one eminent statesman by another.

Percy F. Bicknell in *Dial*, 58:42

Nation, 100:142; N. Y. Times, 19:585, Dec. 27, '14.

- 14-16962 ***Rihbany, A. M.** A far journey. Houghton \$1.75 n

Autobiography of an ambitious Syrian emigrant, now minister of a Boston church. He describes the primitive customs of his boyhood in a village near Mount Lebanon, arrival in New York penniless, early struggles and Americanization. Appeared in part in *Atlantic Monthly*. Illustrated.

A most unusual exhibition of the possibilities America holds for the immigrant with vision and purpose. *A. L. A. Booklist*

Dial, 57:302; Nation, 99:780; No. American R., 200:792.

- 14-30870 ***Steiner, E. A.** From alien to citizen. Revell \$1.50 n

Autobiography continuing *Against the current* (Best Books 1910, p. 33) which portrayed the author's childhood in Hungary. This begins with his emigration to New York and tells of his hardships as a laborer and tramp before he became a minister and college professor. Less emphasis on the personal narrative than on difficulties of the immigrant and optimistic suggestions for his betterment. Illustrated.

N. Y. Times, 19:477, Nov. 1, '14; Survey, 33:266.

***Stewart, E. P.** Letters of a woman homesteader.

Houghton \$1.25 n

- 14-10884 Genuine letters written without thought of publication by a young widow "proving a claim" in Wyoming. They characterize in a homely but extraordinarily vivid and interesting manner her life and neighbors in the sparsely settled country.

Ath. 1915, 1:91; Dial, 57:21; Nation, 99:75; N. Y. Times, 19:259, June 7, '14.

- *Sukloff, Marie.** Life story of a Russian exile; translated by Gregory Yarros. Century \$1.50 n

- 14-19686 Arresting narrative of a young Russian Jewess, telling how she became a revolutionist and of her thrilling experiences as an exile in Siberian prisons from which she later escaped. 17 illustrations.

Dial, 58:54; Life, 65:156; Rev. of Rev., 50:754; Survey, 33:338.

- *Tolstoi. Garnett, Edward.** Tolstoy; his life and writings. (Modern biographies) Houghton 75c n

- A14-1504 Compact but sympathetic sketch of Tolstoy's life and character and criticisms of his writings. Portrait and short bibliography.

- 14-30873 *Reminiscences of Tolstoy* by his son Count Ilya Tolstoy; trans. by George Calderon (Century \$2.50 n) is made up of intimate recollections and while not attempting judgment of Tolstoy's work, gives a

pleasing picture of his home life and his relations with his children. Many illustrations from photographs. Part appeared in the *Century*. Garnett, Independent, 80:30.

Tolstoy, *Ath.* 1915, 1:26; *Dial*, 57:387; *Nation*, 99:608; *No. American R.*, 200:945; *Sat. R.*, 118, sup. Nov. 14, '14, p. 3.

Topham, Anne. *Memoirs of the Kaiser's court.*

Dodd \$3 n

- 14-17945 Pleasant anecdotes of the home life of the German royal family from 1902-13 by the English governess of the Kaiser's daughter, Princess Victoria. Illustrations from photographs.

Ath. 1914, 2:243; *Nation*, 99:749; *Spec.*, 113:328, Sept. 5, '14.

***Waddington, Mme M. A. (King).** *My first years as a Frenchwoman.* Scribner \$2.50 n

- 14-7464 Reminiscences of diplomatic and social life in Paris during the early days of the third republic, 1874-79. Appeared in *Scribner's Magazine*. *A. L. A. Booklist*

Ath. 1914, 2:12; *Bookman*, 39:457; *Lit. Digest*, 49:520; *Spec.*, 113:203; Aug. 8, '14.

- 929.4 **Weekley, Ernest.** *The romance of names.*

Dutton \$1.25 n

- 14-30266 A popular presentation of curious and interesting facts about the origin and meaning of English surnames. Index.

Ath. 1914, 1:153; *Dial*, 56:349; *Nation*, 99:48; *N. Y. Times*, 19:216, Apr. 26, '14.

***Whitlock, Brand.** *Forty years of it.* Appleton \$1.50 n

- 14-4523 Biography of an unusually vigorous and mentally alert personality who through his own life traces a history of democracy in the middle west. In recounting his reminiscences, the author brings us into close acquaintance with Tom Johnson, Golden Rule Jones, Governor Altgeld, and others of their type.

Annals Am. Acad., 54:327; *Dial*, 56:174; *Nation*, 98:367; *N. Y. Times*, 19:165, Apr. 5, '14.

FICTION

See also Children's books, pages 43, 46-47

Adams, S. H. *The clarion.* Houghton \$1.35 n

- 14-17921 The son of a millionaire quack medicine manufacturer buys a newspaper and determines to make it an honest sheet. He soon finds himself obliged to combat local advertisers, the girl he loves and his own father. Somewhat crude but readable.

Bookman, 40:441; *Dial*, 57:299.

Bennett, Arnold. *The price of love.* Harper \$1.35 n

- 14-10073 A Five Towns story full of realistic detail, the plot turning on the theft of a package of banknotes and its effect upon the marriage of the heroine.

We get with almost photographic vividness an impression of the different characters and their individual capacities for good and evil.

Bookman, 39:679

Nation, 99:17; *N. Y. Times*, 19:241, May 24, '14; *Spec.*, 113:502, Oct. 10, '14.

***Buckrose, Mrs J. E.** *Gay morning.* Doran \$1.25 n

- 14-5430 Nice, cheerful novel about natural people—a simple English family who inherit a fortune and almost lose their happiness. The practical daughter, Emma, with her underlying streak of romance is particularly attractive.

Nation, 99:135; *N. Y. Times*, 19:282, June 21, '14.

***Colcord, Lincoln.** The game of life and death.

Macmillan \$1.25 n

- 14-16217 Excellent sea tales ranging in scene from Maine to the South Sea Islands and in character tender, humorous or gruesome, but all showing knowledge and appreciation of the ocean, ships and sailors. Reprinted from various magazines.
N. Y. Times, 19:476, Nov. 1, '14.

***Conrad, Joseph.** Chance.

Doubleday \$1.35 n

- 13-21354 Romance of simple plot and excellent workmanship, but involved in effect, because told in the first person by several characters. Shows the dealings of chance in the life of the daughter of a convicted swindler, who, taught to believe that no one can love her, is saved from suicide by a chivalrous sea captain.
Independent, 78:173; Nation, 98:396; N. Y. Times, 19:129, Mar. 22, '14; Sat. R., 117:117.

Crockett, S. R. Sandy.

Macmillan \$1.35 n

- 14-2212 Pleasing story of a young Scotchman who, armed only with an Edinburgh degree and an invigorating personality, comes to London and makes his name as an author and a business man.

Athenaeum, 1913, 2:110

N. Y. Times, 19:58, Feb. 8, '14; Outlook, 106:819.

*———. Silver Sand; a romance of old Galloway.

Revell \$1.25 n

- 14-15748 Historical tale of the youth of John Faa or Silver Sand, gentleman and gipsy, who appears in the *Raiders* and others of the author's books.

Has all the heroism and history and keen freshness of style of his early tales.

Spectator, 113:25, July 4, '14

N. Y. Times, 19:370, Sept. 6, '14; Outlook, 108:104.

***De Morgan, William.** When ghost meets ghost.

Holt \$1.60 n

- 14-4932 A long slow-moving novel of elaborate plot full of kindly human sympathy and vivid character drawing.

Bookman, 39:208; Dial, 56:247; Independent, 77:354; Nation, 98:300; N. Y. Times, 19:81, Feb. 22, '14; Spec., 112:750, May 2, '14.

***Dix, B. M.** The little god Ebisu.

Duffield \$1.25 n

- 14-17622 Attractive love story of a young teacher struggling to repay the money borrowed for her college course.

N. Y. Times, 19:504, Nov. 15, '14.

Edwardes, Tickner. Tansy.

Dutton, \$1.35 n

- A15-126 Tansy is a handsome, erring orphan girl who becomes shepherdess on a Sussex farm with disastrous results to the peace of the two bachelor sons of the patriarchal proprietor. Author shows intimate knowledge and appreciation of English landscape and character.

N. Y. Times, 19:363, Aug. 30, '14; Spec., 112:962, June 6, '14.

Fedden, Mrs Romilly. Shifting sands.

Houghton \$1.35 n

- 14-19850 Well-written story, leisurely in movement, of the love of a physician for the charming daughter of a dead friend and of the mystery which keeps them long apart. Pleasant local atmosphere of a little town near ancient sandhills in northern New York.

Bookman, 40:555; N. Y. Times, 19:557, Dec. 6, '14.

Ferber, Edna. Personality plus.

Stokes \$1 n

- 14-16210 Sequel to *Roast beef medium*, describing how Emma McChesney's son Jock started in the advertising business and learned to appreciate his shrewd, big-hearted mother.

N. Y. Times, 19:386, Sept. 20, '14; Outlook, 108:224.

- Fillmore, Parker.** The Rosie world. Holt \$1.30 n
 14-16918 Short stories and sketches, humorous and pathetic, describing the affairs and ambitions of Rosie O'Brien, an appealing little Irish New Yorker of thirteen, and her family, friends and prospective love affair.
 Nation, 100:114; N. Y. Times, 19:389, Sept. 20, '14.
- Forman, J. M.** The blind spot. Harper \$1.35 n
 14-17093 Interesting novel in which the heroine chooses between two men, one a social reformer earnestly bent on saving the world through common sense but totally devoid of love for humanity, the other without great ability but human.
 Bookman, 40:439; Dial, 57:390; Nation, 99:470; N. Y. Times, 19:429, Oct. 11, '14.
- Gerould, Mrs Katharine (Fullerton).** Vain oblations. Scribner \$1.35 n
 14-4741 Short stories told with perfection of art and subtlety of method. They also have imagination and invention in abundance. In subject they plumb the depths of human horror. *Outlook*, 106:772
 Reprinted from *Scribner's*.
 Atlantic, 114:530; Bookman, 39:562; Nation, 98:332.
- Hagedorn, Hermann.** Faces in the dawn. Macmillan \$1.35 n
 14-15363 Traces in an extremely real German setting the regeneration of a domineering pastor and his shiftless wife through the influence of the baron's lovely daughter and her breezy American fiancé.
 Nation, 99:462; N. Y. Times, 19:447, Oct. 18, '14; *Outlook*, 108:844.
- Hardy, A. S.** Diane and her friends. Houghton \$1.25 n
 14-18303 Connected short stories of French life and character in all grades of society from that of the aristocratic Diane de Wimpffen to that of the successful detective, Inspector Joly. Delightful in style. One story, *Aurelie*, has appeared in book form, the others in magazines. Illustrations by Elizabeth Shippen Green.
 Nation, 99:582; N. Y. Times, 19:476, Nov. 1, '14.
- *Hay, Ian, pseud.** (Ian Hay Beith) A knight on wheels. Houghton \$1.35 n
 14-15566 Good-tempered story of the chivalrous hero's strange childhood with a quixotic bachelor uncle, and of his later courtship, when he has become an automobile manufacturer, of his boyhood's sweetheart.
 Ath. 1914, 2:197; Bookman, 40:676; *Life*, 65:257; N. Y. Times, 19:386, Sept. 20, '14.
- Herrick, Robert.** Clark's field. Houghton \$1.40 n
 14-11043 Notable but drab portrayal of a poverty-stricken American girl who inherits a valuable piece of land. Follows her career in boarding school, abroad and through an unsuccessful marriage to her realization of the meaning of the trusteeship of wealth.
 Atlantic, 114:527; Bookman, 39:675; Nation, 99:409.
- Hopkins, W. J.** Burbury Stoke. Houghton \$1.25 n
 14-3176 Leisurely narrative of slight plot in which a young bachelor relates with droll humor the complications which follow the appearance of a delightful, irresponsible Englishman wrecked on the New England coast. Reproduces the charm of *The clammer*.
 Nation, 98:332; N. Y. Times, 19:82, Feb. 22, '14.
- Hunt, Una.** Una Mary. Scribner \$1.25 n
 14-17931 This is the true story of the inner life of my childhood. It is the story of the life of any imaginative child, differing from others only

in the details of the material from which I built my life, my friendships, my world, and my beliefs. *Author's Preface*

Very delicately and gracefully written. Appeared in *Scribner's*.

A15-53

A child went forth (Houghton \$1.50 n) by Yoi Pawlowska describes charmingly the life of a little girl in a remote Hungarian village and the quaint characters and customs of the peasants as seen through her eyes. Simple but effective illustrations from drawings.

Both, Outlook, 108:788.

Pawlowska, Ath. 1914, 1:871; Nation, 99:746; N. Y. Times, 20:10, Jan. 10, '15.

Jacobs, W. W. Night watches. Scribner \$1.25 n

14-17981

Nine broadly humorous tales and one gruesome ghost story, several laid in English seaport towns.

Contents: Back to back; Keeping watch; The understudy; The weaker vessel; Stepping backwards; The three sisters; The unknown; The vigil; Easy money; His other self.

Dial, 57:391; Nation, 99:552; Spec., 113:567, Oct. 24, '14.

Jordan, Elizabeth. May Iverson's career.

Harper \$1.25 n

14-18647

A dozen of May Iverson's experiences as newspaper writer and playwright. Lively and full of the spirit of adventure but lacking somewhat the freshness and spontaneity of the earlier stories. Follows *May Iverson tackles life*. Appeared in *Good Housekeeping*.

Bookman, 40:448; Independent, 80:290; Nation, 99:608.

King, Basil. The letter of the contract. Harper \$1 n

14-14232

Human, highly strung and painful study of hasty divorce and remarriage against which it indirectly makes a plea.

No. American R., 200:919.

***Knibbs, H. H.** Overland Red. Houghton \$1.35 n

14-5042

An adventurous tale of tramping, ranching and gold hunting in California of the present day.

Atlantic, 114:528; N. Y. Times, 19:120, Mar. 15, '14.

***Lagerlöf, Selma.** Liliacrona's home; tr. from the Swedish by Anna Barwell. Dutton \$1.25 n

A14-862

Fantastic but delightful story with the fairy tale situation of the cruel stepmother and idyllic background of Swedish country life some thirty years ago.

Bookman, 39:209; Nation, 98:239.

Lea, F. H. Sicily Ann. Harper \$1 n

14-17813

Light and pleasantly humorous tale of a pretty, childish, irresistible Virginia girl and her love affairs in Honolulu. Good for hammock reading.

Lincoln, J. C. Kent Knowles: Quahaug.

Appleton \$1.35 n

14-18497

Told in the first person by the hero, a novelist who is called the "quahaug" or clam by his Cape Cod neighbors on account of his supposedly unsociable disposition. He goes on a trip to England accompanied by his elderly cousin, Hephzibah, a spinster of the best New England type. Their adventures and his love story make the tale. Somewhat too long.

Bookman, 40:560; Nation, 99:633; N. Y. Times, 19:516, Nov. 22, '14.

***Locke, W. J.** The fortunate youth. Lane \$1.35 n

14-5512

A gay romance the action of which takes place nominally in the England of 1890-1910, but really in that fairyland east of the sun and west of the moon where the beggar-lad seeks his fortune and finds it.

Bookman, 39:217; Lit. Digest, 48:1119.

London, Jack. The mutiny of the Elsinore.

Macmillan \$1.35 n

- 14-15176 Relates in the author's usual vigorous style the story of the voyage of a modern American sailing vessel round the Horn contending against bad weather and a mutinous crew. A slight love interest.

Bookman, 40:324; N. Y. Times, 19:386, Sept. 20, '14; Life, 64:829.

Lynde, Francis. The city of numbered days.

Scribner \$1.35 n

- 14-14807 Eventful story of a reclamation project in the west and of an ephemeral boom town. The mania for speculation and promotion rife in the place almost causes the young engineer in charge of the reclamation work to relinquish his ideals.

Bookman, 40:309; N. Y. Times, 19:379, Sept. 13, '14.

***Moore, Leslie.** The peacock feather. Putnam \$1.25 n

- 14-1660 Pleasant romance in which the hero, debarred from other employment because he has served a sentence for forgery, tramps the English countryside with a peacock feather in his hat, playing a penny whistle and writing poetic novels.

Ath. 1913, 2:643; N. Y. Times, 19:101, Mar. 1, '14.

***Mundy, Talbot.** Rung ho! Scribner \$1.35 n

- 14-5473 Dashing, Kiplingesque tale of northern India at the outbreak of the mutiny.

Full of color and swift and varied action, it ends with a glorious fight. *Nation*, 98:50

Bookman, 39:681; Dial, 56:423; N. Y. Times, 19:144, Mar. 29, '14.

Norris, Kathleen. Saturday's child. Macmillan \$1.50 n

- 14-14457 Realistic story, too detailed but interesting, of the ambitions, experiments and love affairs, both good and sordid, of Susan Brown, a young clerk in San Francisco.

Bookman, 40:559; Dial, 57:256; *Nation*, 99:349; N. Y. Times, 19:362, Aug. 30, '14; No. American R., 200:912 (W. D. Howells).**Oxenham, John.** Red wrath. Lane \$1.25 n

- 14-8242 Romance of the Franco-Prussian War describing the defense of Paris, fighting during the Commune and life on the quaint islands of Chausey. Graphic and exciting though somewhat too prolonged.

N. Y. Times, 19:218, May 3, '14.

Palmer, Frederick. The last shot. Scribner \$1.35 n

- 14-7876 Out of his experience as a war correspondent the author gives a vivid picture of the horrors of war with the latest scientific equipment. "The scene is imaginary, the characters are from life." Interesting as a story and convincing as a plea for peace. *A. L. A. Booklist*

Ath. 1914, 2:100; Bookman, 40:279; N. Y. Times, 19:205, Apr. 26, '14.

***Phillipotts, Eden.** Faith Tresilion. Macmillan \$1.35 n

- 14-11355 Stirring tale of love and smuggling on the coast of Devonshire during the Napoleonic wars.

Bookman, 40:93; Life, 64:329; Lit. Digest, 49:639; N. Y. Times, 19:289, June 28, '14.

Sedgwick, Mrs A. D. The encounter. Century \$1.30 n

- 14-18113 Experiences of an American girl at a small German watering-place in a little circle of six people of strikingly defined characters, one of whom, the philosopher Wehlitz, embodies the personality and teachings of Nietzsche.

Told with all the subtle psychology and exquisite workmanship that marked *Tante*. *Independent*, 80:404

Ath. 1914, 2:392; Atlantic, 115:504; Dial, 57:340; N. Y. Times, 19:446, Oct. 18, '14; Outlook, 108:552.

- *Sheehan, P. P. & Davis, R. H.** "We are French!" Doran 50c n
- 14-18338 Touching little sketch of two old Frenchmen, lifelong friends, who in their youth were zouaves in the African campaign of 1871 where one performed a heroic deed which meets with tardy recognition. Nation, 99:774; Outlook, 108:845.
- Skrine, M. J. H.** Bedesman 4. Century \$1 n
- 14-7569 Slight story of great charm. Describes the student days of the brilliant young son of a quarryman at an ancient endowed school in the southwest of England, and his subsequent love affair. N. Y. Times, 19:196, Apr. 19, '14; Outlook, 107:370.
- Sterrett, F. R.** The jam girl. Appleton \$1.25 n
- 14-2352 Light farce comedy depicting the complications which ensue when the heirs of the rival jam factories of the town of Waloo on the Mississippi fall desperately in love with each other. Appeared in *Ladies' Home Journal*. Nation, 98:211; N. Y. Times, 19:47, Feb. 1, '14.
- Tallentyre, S. G.** *pseud.* (E. V. Hall) Matthew Har- graves. Putnam \$1.35 n
- 14-9881 Artistic, appreciative portrayal of early Victorian middle-class life, notable for its characterization, its slight action centering about a conventional London merchant and his love for two women of opposite types. Ath. 1914, 1:738; N. Y. Times, 19:370, Sept. 6, '14; Outlook (Eng.), 33:532; Spec., 112:878, May 23, '14.
- *Tarkington, Booth.** Penrod. Doubleday \$1.25 n
- 14-5820 Amusing yarns for adults of the pranks and experiences of a mischievous boy of eleven. Atlantic, 114:528; Bookman, 39:335; Outlook (Eng.), 34:277.
- *Turnbull, Margaret.** Looking after Sandy. Harper \$1.35 n
- 14-15367 Alexandria, or Sandy, a little orphan in dread of the poorhouse, offers herself for adoption to a large family who have her surname. The story follows leisurely and naturally the fortunes of herself and her adopted brothers and sisters in a New Jersey town. N. Y. Times, 19:462, Oct. 25, '14.
- *Vachell, H. A.** Quinneys'. Doran \$1.25 n
- 14-18460 Pleasant, deliberate story of a commonplace Englishman with ideals and a taste for art, who inherits an old furniture shop filled chiefly with pseudo-antiques. Portrays with insight and quiet humor the effect of his business methods on his wife and daughter. Bookman, 40:560; N. Y. Times, 19:474, Nov. 1, '14; Sat. R. 117:608.
- *Van Vorst, Marie.** Big Tremaine. Little \$1.35 n
- 14-30791 Romance of modern Virginia in which the hero, who had left under a cloud fifteen years before, returns to clear his name and redeem the family fortunes. The charm of treatment compensates for the hackneyed plot. Nation, 99:525; N. Y. Times, 19:413, Oct. 4, '14; Outlook, 108:440.
- Ward, Mrs M. A. (Arnold)** (*Mrs Humphry Ward*) Delia Blanchflower. Hearst's Internat. Lib. Co. \$1.35 n
- 14-13258 Depicts against a background of English militancy the predicament of a girl whose head is ruled by a suffragette while her heart turns toward a conservative lover. Nation, 99:462; Outlook, 108:843; Spec., 114:163, Jan. 30, '15.

Watts, Mrs M. S. The rise of Jennie Cushing.

Macmillan \$1.35 n

- 14-17486 Well-written novel of the middle west with many well drawn characters. The interest centers about the development of the heroine, a slum child, educated in a reformatory, hired girl in the country, lady's maid in the city, mistress of an artist, finally discovering her true mission in saving children such as she had been. Bookman, 40:673; Dial, 57:341; N. Y. Times, 19:458, Oct. 25, '14.

Wells, H. G. The wife of Sir Isaac Harman.

Macmillan \$1.35 n

- 14-18457 Concerns the complications which follow when Lady Harman, married very young to a middle-aged Englishman of intense conservatism and a jealous disposition, begins to develop a personality and become interested in the living conditions of her husband's employees. Clever and stimulating but as a novel somewhat overburdened by the author's theories. Atlantic, 115:509; Bookman, 40:435; Nation, 99:581; N. Y. Times, 19:473, Nov. 1, '14.

Wemyss, Mrs M. C. E. Grannie. Macmillan \$1.35 n

- 14-5424 Loosely knit story of English home life in which a charming grandmother describes her country neighbors and city acquaintances and the sayings and love affairs of her children and grandchildren. Nation, 98:574; N. Y. Times, 19:136, Mar. 22, '14; Spec., 112:310, Feb. 21, '14.

CHILDREN'S BOOKS

383 **Armstrong, D. B.** The boys' book of stamp collecting.

Stokes \$1.75 n

- A14-2983 Though termed a "boys' book," it may find greater usefulness among adults. Written by an Englishman with emphasis on English and colonial issues. Discusses enthusiastically the making of collections, stamp production, history, national collections, rarities etc. Illustrated. Ath. 1913, 2:751; Independent, 80:417.

428.6 **Coe, Ida & Christie, A. J.** comp. Story hour readers; book three (third year). Amer. Bk Co. 40c n

- E13-1030 Well-selected fairy and folk tales, fables, stories and poems, prettily illustrated. So far the most attractive of the series which comprises *Primer* and *Book one* (1913 30c n ea.), *Book two* (1914 35c n).

537 ***Shafer, D. C.** Harper's everyday electricity. (Harper's "tell me how" books) Harper \$1 n

- 14-17870 Tells how to make and use familiar electrical apparatus with sufficient detail to be useful to older boys and adults. More advanced than author's *Harper's beginning electricity* (in same series) which treats more fully of theory and history.

- 14-14613 *The boy electrician* (Lothrop \$2 n) by A. P. Morgan covers much the same ground but is simpler and explains principles. Both books are fully illustrated.

591.5 **Sharp, D. L.** Beyond the pasture bars. (Wild life ser. of graded nature readers) Century 50c n

- 14-2774 Twelve delightful essays adapted to children's interest, on wild life. Most are about birds but skunks, 'possums and squirrels are also included. Seven of the essays have appeared in author's *Roof and meadow*. Illustrations by Bruce Horsfall.

- 14-9502 **His Summer** (Dallas Lore Sharp nature ser. Houghton 60c n 570.4) completes the series of the four nature study readers begun by author's *Fall of the year* (*Best Books* 1912, p. 45). This book which is similar to the others in size, illustrations and arrangement, contains twelve chapters in his usual lively and interesting style, on what can be done, seen and heard on a summer vacation.
The four books paged separately may be had in one volume under the title *The whole year round* at a slightly decreased price (Houghton \$2 n 570.4). This is heavy to hold, has conventional marginal decorations, and wider margins, and retains all illustrations but omits notes for teachers.
- 595.7 Fairchild, David & Marian.** Book of monsters.
National Geographic Society \$2
- 14-16725 A remarkable series of large photographs of insects taken with a special 5 x 7 camera. Includes a slight, rather unimportant descriptive text and account in preface of the method of securing the pictures.
- 620 Bond, A. R.** Pick, shovel and pluck. (Scientific American boy ser.) Munn \$1.50 n
- 14-20247 Sequel to *With the men who do things* (same ser. 1913). Instructive story of engineering feats, in which two boys visit the Panama canal, Keokuk dam and other big works. Describes many undertakings with accurate data. Many illustrations, from photographs, with a few drawings. Index.
- 636 Comstock, Mrs Anna (Botsford).** The pet book.
Comstock Pub. Co. \$2.50 n
- 14-22652 Rather large volume, attractively illustrated from striking photographs, which describes the housing, food and care of some seventy animals, including wild animals which a child can tame. Makes special efforts to interest children in natural history and contains references to other books about the various animals.
Independent, 81:214; Lit. Digest, 50:493.
- 649.55 *Rich, G. E.** When mother lets us make paper box furniture. Moffat 75c n
- 14-12640 Suggestive book showing by clear directions and helpful diagrams how to make quite elaborate toy furniture out of pasteboard boxes of various sizes and kinds.
- 14-18480 Patten Beard's *Jolly book of boxcraft* (Stokes \$1.35 n) is more ambitious and comprehensive, explaining how to make a dolls' model village and toys as well as furniture. Illustrated from photographs.
Rich, N. Y. Times, 19:299, July 5, '14.
Beard, Nation, 99:695.
- 796 *Beard, D. C.** Shelters, shacks and shanties.
Scribner \$1.25 n
- 14-15383 Tells, largely by means of self-explanatory diagrams and illustrations, how to build all kinds of Indian houses and hunters' camps from a one night shelter to a permanent log cabin. Contains much good advice on camping. Of special value to Boy Scouts.
- 796 *Cave, Edward.** The boy's camp book.
Doubleday 50c n
- 14-9845 Complete directions for a Boy Scouts' annual encampment given in entertaining style. Companion volume to the *Boy Scout's hike book* by the same author. Illustrated.
Nation, 99:665.

- 796** *Eastman, C. A. Indian scout talks. Little 80c n
 14-17879 Describes interestingly for Boy Scouts and Camp Fire Girls, Indian methods of hunting, camping, canoeing and other customs and sports. Adapted from personal experience. Diagrams and lists of Indian names for boys and girls.
- 796** Miller, C. M. Kitecraft and kite tournaments. Manual Arts Press \$1
 A14-1494 Describes, with many illustrations and diagrams, the making and flying of a surprising variety of kites, from the simplest designs to balloons and model aeroplanes. Intended for both teachers and children. Bibliography. Strongly bound.
- 797** *McGraw, J. J. How to play baseball. Harper 60c n
 14-13667 Discusses each position separately, besides batting, base-running, training and general team work. Makes no pretense to literary excellence or advanced technic, but is full of wholesome advice and well-thought-out suggestions within understanding of even grammar school players. Illustrated from photographs of big league players in action.
- 808** *Olcott, F. J. ed. Good stories for great holidays. Houghton \$2 n
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 Lit. Digest, 49:1131; School Arts Mag., 14:445.
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 N. Y. Times, 19:462, Oct. 25, '14.
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 N. Y. Times, 19:524, Nov. 24, '14.
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 Outlook, 106:321; Spec., 111:951, Dec. 6, '13.
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 Curtis, Nation, 99:501; School Arts Mag., 14:303.
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Dial, 57:391; Lit. Digest, 50:158; N. Y. Times, 19:371, Sept. 6, '14.

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Library School 36

CATALOGING RULES

PREPARED FOR THE COURSE IN ELEMENTARY CATALOGING
NEW YORK STATE LIBRARY SCHOOL

BY

JENNIE D. FELLOWS

Instructor in Comparative Cataloging

PRELIMINARY EDITION

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The University of the State of New York

New York State Library, May 18, 1914

Hon. John H. Finley

President of the University

DEAR SIR: I have the honor to transmit herewith and to recommend for publication, the cataloging rules taught in the course in elementary cataloging in the New York State Library School. Fundamental in all library work is a thorough knowledge of cataloging, the exact collation and description of books, the process which records the resources of a library by authors, titles and subjects. These rules in printed form will not only greatly aid our own work of instruction, but will prove a useful manual of cataloging in libraries throughout the State.

Very truly yours

J. I. WYER, JR

Director

Approved

A handwritten signature in dark ink, appearing to read "John H. Finley". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

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New York State Library

Library School 36

CATALOGING RULES

PREPARED FOR THE

COURSE IN ELEMENTARY CATALOGING

NEW YORK STATE LIBRARY SCHOOL

PREFACE

The following code of rules is a revision of the stenciled directions used during the past three years in the junior course in cataloging in the New York State Library School. The stencils were first prepared to save the time previously devoted to note-taking in class, and to furnish fuller information than could be given in class or otherwise be provided in the limited time devoted to the course, with a view to furnishing not only the instructions necessary for class exercises but a compilation useful for reference in later work. With these aims in mind the attempt was made to answer as many as possible of the questions which had arisen in the author's experience in the actual work of cataloging and in years of contact with Library School students. As a result numerous details have been included which may seem at first sight petty and superfluous but which have shown themselves to be very substantial stumbling blocks to persons first struggling with the actual problems.

Recognizing that different local conditions call for different treatment and that this fact is in danger of being overlooked by beginners trained along a particular line, an attempt has been made by explanatory statements and by suggestions of alternative methods, to open the way to a broader view and to make the rules adaptable to varying conditions. While the directions are prepared specifically for the work in the Library School it is hoped that the attempt at elasticity will also make them of use in a wider field.

The plan of work is based on the *A. L. A. catalog rules*, to which (as well as to Cutter's *Rules for a dictionary catalog*, 4th edition, quoted as *Cutter*) frequent reference is made, the intention being in no way to take the place of the A. L. A. code, but rather to serve as an introduction to it and enable the students to use it with a better understanding. No attempt has been made to take up all the rules in that code, but mainly those topics which are commonly met in the work of cataloging, in the belief that students well grounded in these should, through the very full provision made in the *A. L. A. rules*, be able to adapt themselves to any ordinary conditions.

The few variations from the *A. L. A. rules* have chiefly been in the interests of simplification, as it seemed best that the students should, while cataloging fully enough to become accustomed to noticing details, find time to handle a considerable number of books rather than a smaller number with more minute specifications. In some cases also a modification has been adopted with a special view to manuscript cataloging in distinction from printed entries, for which the A. L. A. recommendation seemed specially designed. Supplementing the A. L. A. provision for author and title entries the following directions take up also forms for the subject entries and subject references which form so important a part of a dictionary catalog.

To Miss Corinne Bacon, director of the Drexel Institute Library School, we are deeply indebted. After the destruction by the fire in March 1911, of all the Library School equipment, she generously lent to us her own notes on the courses which she had previously given here, and on these notes the present directions are based in very large measure. Others to whom grateful acknowledgment is due are the Wisconsin Library School, for permission to include any of the rules in its cataloging code, and various members of the New York State Library staff.

The arrangement of topics has been in a measure influenced by the technical make-up of available books, in order that corresponding carefully graded sets of illustrative material might be furnished for class practice. The grouping of topics for class work has not been indicated, in order that it may be more readily expanded or contracted to meet varying conditions. In many cases the sample cards have been adapted from printed entries without the illustrative book at hand and might, on comparison with the book, be found to differ in details from the directions in the following

code, but the examples were chosen as seeming to meet the need better than any other material at the moment available, and if due allowance is made in view of this explanation it will perhaps prevent misunderstanding. Limitations of time have prevented the work from being done as carefully as could be desired and suggestions for improvement in a later edition will be gratefully received. It is hoped, however, that in spite of its shortcomings the bulletin will be found useful in the field of library work.

JENNIE D. FELLOWS

May 1914

GENERAL DIRECTIONS AND SUGGESTIONS

It has been thought advisable to bring together under this heading a few notes which, if given when first called for in connection with the cards, would be spread through the bulletin too scatteringly for convenient reference, or which have no immediate connection with any special topic as taken up.

1 Reference books. Bring to class daily *A. L. A. catalog rules* and Cutter's *Rules for a dictionary catalog*.

2 Writing. a Legibility. All cards should be written as neatly and legibly as possible.

One week from the first cataloging exercise a copy of the handwriting card (either joined or disjoined hand) is to be handed in and after that the library hand is to be used for cataloging, except that by December 1 all should be able to use the typewriter and after that date a part of each set of cards should be done by hand and, as far as machines are available, a part on the typewriter.

b Space between words. Sufficient space should be left between words to have each stand as a unit but not enough to produce a disconnected or straggling effect.

c Space between groups. Groups (i. e. title, imprint, collation and series) should be separated by one centimeter space in hand work or four typewriter spaces, unless the space would come at the beginning of a line, when no space should be left.

3 Capitalization. See *A. L. A. rules*, 172, but omit the last item in the first sentence and rule b), as the direction for inclosing the initial article in curves, given below in section 15e, answers the same purpose without introducing an inconsistency in the system of capitalization.

a Alternative title. Example of alternative title: *Twelfth night*; or, *What you will*.

4 Numerals. In general use arabic figures; for numerals in headings for sovereigns and popes see note under section 14b below; for numerals in titles see section 15k.

5 Abbreviations. For general abbreviations, follow *A. L. A. rules*, p. 62-64. For "introduction" on p. 63, in third column add "imprint"; add also on p. 63, "plate-s, pl., collation."

Exception: For "appendix" use "apx."

6 Punctuation. a General authorities. For general authorities on punctuation the *A. L. A. rules* recommend De Vinne's *Correct composition* and Bigelow's *Punctuation*. The following special rules are added to cover distinctive features of catalog entries.

6b-g

b Period. Use a period at the end of the heading (author or subject), title, imprint, collation and notes, unless some other punctuation is specially called for; also after an abbreviation but not after a contraction (namely, a shortened form ending with the last letter of the word, e. g. Mr, Mrs, Dr etc.)

c Brackets. Use very small brackets, as [], to indicate information supplied in the heading, title, imprint or collation, except that in the heading they are not used for general titles (e. g. Mrs, baron etc.) nor for distinguishing phrases (e. g. dates of birth and death or descriptive terms, including titles of nobility when not the entry word) nor for changes in the form of name (e. g. William on the title-page, Wilhelm in the heading used) nor for corporate headings, anonymous classics and sacred books.

Brackets used on the title-page are not to be followed on cards, as brackets on cards indicate matter supplied. For brackets on the title-page parentheses are *generally* the best substitute.

d Quotation marks. Use quotation marks when given on the title-page.

e Marks of omission. Use ... to indicate omissions from the title. For exceptions see section 15f below. The ... take the place of a period, comma, colon or semicolon which would otherwise be used.

f Alternative title. In the case of an alternative title use a semicolon after the first title, and a comma after "or" (or its equivalent) before the following title; e. g. *Twelfth night*; or, *What you will*.

Exception: In the case of two works published in the same volume with a common title-page, on which one or both titles have alternative titles, use a comma before "or" and a semicolon between the two complete titles; e. g. *Twelfth night*, or *What you will*; *All's well that ends well*.

Similarly in other places it is sometimes desirable to modify the regular rule to meet unusual conditions.

g Subtitle. In the case of a subtitle (for definition see *A. L. A. rules*, pref. p. 16) a colon should generally be used to separate from the main title; e. g. *Talks on economics: a series of lectures delivered in Boston 1898-1899*.

A subtitle (which really stands in apposition with the main title in its character as a title) should be carefully distinguished from a word or phrase in apposition with a name or other term in its individual significance, which takes the regular comma punctuation; e. g. in *The Master of Ballantrae: a winter's tale*, we have as the second phrase a subtitle, explaining *The Master of Ballantrae* as the title of the book; in *Lamarck, the founder of evolution* we have an appositive phrase characterizing Lamarck as an individual.

6h-7

h Statement of edition etc. A statement regarding the edition or translation, etc. is generally best separated from what precedes by a semicolon, even though the use of brackets results in double punctuation.

i Imprint. In the imprint, except in those cases where it would result in double punctuation, use a comma between the name of the place and the publisher, between the publisher and the date and between the imprint date and the copyright date.

j Double punctuation. In general avoid double punctuation but use when necessary for clearness; e. g. the period ending an abbreviation may sometimes be followed by a comma when the abbreviation occurs in a series of items. The period ending an abbreviation would also be used in combination with a question mark, an exclamation point, curves, brackets or quotation marks, and in connection with the last of these, the period would be used at the end of a group. The comma should be used in inverted headings to show the inversion, even if followed or preceded by brackets; e. g. Shakspere, [William] or [Craik], Mrs Dinah Maria (Mulock). When a name ends with a bracket or curve and is followed by some title or explanatory term etc. the bracket or curve is sufficient without the comma; e. g. Russell, William H[enry] ed. or Brassey, Annie (Allnutt) baroness. Brackets or curves used in a heading before a subhead should be followed by a period; e. g. New York (state). Governor; also a bracket or curve ending an author's name in an analytic reference.

7 Extension cards. When an entry is too long to be written on a single card, additional cards are to be used and numbered 2, 3, etc. at the top edge in the center of the card. Continue the entry on the top line of the additional card, indenting as though continuing on the previous card.

On each additional card give in the regular place the call number of the previous card. If there is more than one call number, as in the case of added editions, give on the additional card the call number of the special entry that is carried over.

Near the right edge of the card *from* which the entry is carried over, stamp on the next to the bottom line: See next card.

Tie all cards of the entry together.

On the back of each additional card in the lower left corner when it is tipped forward as for tracing (see section 27 below), give briefly sufficient of the beginning of the entry to be able to restore the card readily if it becomes untied and misplaced. The

tracing for added entries, the accession number and the signature are to be given on the first card, not on the additional cards.

It is better to write even on the last line of the card if by so doing the use of an additional card may be avoided.

8 Revision. # means "more space."

○ means "draw together."

[or] means "move over toward the open face of the bracket."

It is neither expected nor advised that corrected cards be copied.

9 Arrangement of cards. Hand in all cards for each book together, with the author card on top. Except when otherwise directed arrange the sets of cards in the filing tray, alphabetically by the initial of the author's name.

10 Amount of work required. No definite number of books is required but it is expected that each student will spend four hours on the assigned work.

11 Volumes tied together. If volumes are tied together they should be returned to the classwork shelves in the same condition, as it is important for each one who catalogs the set to have all the volumes.

AUTHOR ENTRIES

As the author is naturally thought of as the starting point of the book, so the author entry or author card is regularly the starting point in the cataloging and is regarded in most cases as the main entry.

12 Purpose. This card is arranged (or filed) in the catalog, alphabetically by the author's name, for the use of the reader who is looking up the work from that standpoint.

13 Form. The regular form of author entry consists of author heading, book title, imprint, collation and call number.

For definitions see *A. L. A. rules*, pref. p. 13-16, noting specially: Alternative title, Author entry, Collation, Date, Entry, Heading, Illustrations, Imprint, Main entry, Plate, Printer, Subtitle, Title, Title-page, Volume.

Sample of author card

(This and following samples are reduced from cards 7.5x12.5 cm. The change in size has made it difficult to represent exactly such details as indentation and spacing. In case of variation from the directions given the latter should be followed.)

821	Moore, Thomas.
M824	Complete poetical works ... with explanatory notes and biographical introduction; (standard library ed.) N.Y. Crowell (c1895) 800p.port.20cm.



14 Author heading. a Form. For choice of heading for different classes of writers specific directions are given in the *A. L. A. rules*, but for a large proportion of books the author heading consists of the author's surname, followed by his given names. The usual form of entry for a married woman is her husband's surname, the term Mrs, her own given names, and in curves her maiden name; as, Ward, Mrs Elizabeth Stuart (Phelps).

For scholarly bibliographic work it is customary to use, with occasional exceptions, the most complete and exact form of name which can be found.

For libraries which lack the reference material or the time to furnish such information an acceptable practice is to use the best known form or the fullest form familiar or easily available, a policy which is not only economy for the cataloger, but a convenience to many of the readers, by whom the shorter form of name is more easily recognized, but whatever the general policy it is important that the same form should be used for all works of the same author.

b Titles of honor, etc. For the use of titles of honor, distinguishing designations, etc. see *A. L. A. rules*, 35-37.

The following list indicates titles used in the school work and shows whether prefixed or affixed, also those which begin with capitals. Titles affixed are separated from the name by a centimeter space.

<i>Prefixed in headings</i>	<i>Affixed in headings</i>
Adm.	abbé
Capt.	abp
Gen. (for all military officers with a title including General)	bart (and all hereditary titles)
Gov. (when necessary)	bp
Mme	card.
Maj. (when necessary)	D.D.
Mrs	jr
Rabbi	M.D.
Rev.	pope
Sir	prés. of U. S. (and corresponding titles for foreign rulers)
	st

For the use and position of the titles "Lady" and "Lord" see *Cutter*, 214 and 216. When used as affixes they are not to be capitalized.

Roman numerals are to be used after names of rulers and popes in headings.

c Form for class work. For class work use the form on the stenciled list of books to be cataloged, including such professional titles and titles of honor as are there given (M.A. Ph.D. etc. never being used). A title *following* the author's name should be separated from it by a comma (unless the name ends in an abbreviation, calling for a period, or unless it ends with a bracket or curve) and by one centimeter space in handwriting or by four typewriter spaces. Brackets are to be used around such parts of the actual name as do not appear on the title-page, but not around the *titles* listed above, under 14b. (See also section 6c.)

d Incomplete names. If only initials for the given names are furnished on the list of books, sufficient space should be left between the initials, on the catalog cards, to allow for a name of average length, as in the actual work in a library names are often found later and filled in.

e Position. Write the author's name on the top line of the catalog card, beginning at the outer vertical line. If the name

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runs over the line begin subsequent lines one half centimeter (two typewriter spaces) to the right of the inner vertical line.

Indentation at the outer vertical line is sometimes designated as outer (or first) indentation; that at the inner vertical line as inner (or second) indentation.

15 Title. a Position. Begin the title on the line following the author's name, indenting to the inner vertical line. When the title runs over the line begin subsequent lines at the outer vertical line.

b Fulness and wording. The title should be copied exactly from the title-page, except for the omission of mottoes, professional titles, titles of honor, and any other matter not essential because it is either unimportant or is sufficiently accounted for elsewhere on the card. (See *A. L. A. rules*, 136 and *Cutter*, 221-23, 226, 235-36, 239.)

1 Class work. In the first part of the cataloging course the title-pages are marked for length of title for the main card and the subject cards. For other cards students are to use their own judgment.

Checks on the title-page are used as follows:

() means "omit from the title on all cards."

1 means "omit from the title on the author card but include on subject cards."

2 Variations in different volumes. If title-pages of different volumes of a work differ follow the first unless much the larger part of the set is under another title.

3 More than one title-page or titles in more than one language. For works with more than one title-page or with titles in more than one language see *A. L. A. rules*, 144-46.

c Edition. The statement of edition is to be given in the main entry and on subject cards as a part of the title, preceded by a semicolon (unless there is special reason for some other punctuation, e. g. three dots) and is to be written as on the title-page except that abbreviations may be used as indicated in *A. L. A. rules*, p. 62-64. (See *A. L. A. rules*, 148 and *Cutter*, 254-56.)

1 Abbreviations. It is sometimes better to write in full the words for which abbreviations are given, e. g. if the word for such abbreviation is coordinate with other words for which abbreviations are not given, if it would not be clear to the reader whether the abbreviation represented a noun or an adjective, or if it is the last word. Also confusing combinations of abbreviations should be avoided; e. g. instead of "American ed. ed. by" it would be better to write "American edition, ed. by."

2 Brackets. Brackets should be used if the statement of edition is furnished from any other source than the title-page or if it is transposed from the title-page arrangement, e. g. in cases where it is printed at the head of the title-page.

3 Inclusion of names of editors and translators. For fulness of names see section *f* below.

In full cataloging, names of editors and translators are generally included in the title on the main card and subject cards. In small libraries they may

sometimes be omitted, especially on the author card, but should be included for books of which different editions are likely to be brought out by different editors, translators etc. In small libraries the editor etc. might often be omitted from the *author* card when a book is not likely to appear in different editions by different editors or translators, but even in such cases might be desirable on the subject card, as the name of an editor who was an authority on a subject would lend weight to a book when the author might be comparatively unknown.

4 Different editors for different volumes. When editors for different volumes of a set differ, their names should be given in a note, or in contents for the respective volumes, and the editor card should specify in the collation and call number the distinct volume or volumes covered. (See *A. L. A. rules*, 149.)

d Author's name. Generally the author's name, being given in the author heading, may be omitted, but occasionally it is an integral part of the title and must be retained; e. g. *From day to day with Kipling*; *Shakespeare for recitation*.

e Initial article. (1) Omission. In order to bring into prominence the more important word, omit in English titles the initial article (i. e. the article at the beginning of a title) unless necessary for sense or sound. Never omit the article in foreign languages, or at the beginning of an alternative title, or in the midst of a title or when needed to balance the article belonging to a later noun, as *The rose and the ring*.

(2) Article in curves. When the initial article is retained inclose it in () on all cards where the title is likely to be used in alphabeting the cards, and disregard the article in alphabeting.

This rule for the use of curves around the initial article applies to author cards, subject cards, title cards and cards for editors, translators etc., and is a help to the person filing the cards, specially in the case of foreign titles, where the article might not be recognized as such by a person unfamiliar with the language. The practice is also useful to the person consulting the catalog, since it brings into greater prominence the first distinctive word of the title when this can not be satisfactorily done by omitting the article, as directed above. The rule does not apply to titles in the separate entries on series cards, nor in contents, in series notes, in miscellaneous notes, nor inside the () inclosing an analytic reference, as in these cases the title does not affect the filing of the card.

f Omissions, and fulness of names. On the main card and on subject cards (and on all other cards except at the end of the title) omissions should be indicated by ... which take the place of a period, comma, colon or semicolon which would otherwise be used. Do not use ... for the omission of the initial article, the serial number for annual reports etc., the author's name, nor for professional titles or titles of honor or other information regarding

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authors, editors, translators etc. When names of authors, editors etc. are given in the title on the cards, if a single forename is printed on the title-page write it in full, if more than one forename is printed use initials, without the ... to indicate the omission of the fuller form. Do not use a fuller form than is printed on the title-page. In exceptional cases, e. g. when the name used in the heading is repeated in the title or when the individual referred to is so distinguished that the use of his forenames is unnecessary for his recognition, these may be omitted and ... used instead. This applies also to *parts* of names of corporate bodies. Forenames are not to be shortened for the *subject* of a book but may sometimes be omitted and ... used instead, except at the beginning of a title, when they should always be written as on the title-page. The title of a picture on the title-page, parts of seals, coats of arms, etc. are not parts of the title of the book and should not be represented by ...

In the most exact bibliographic work, the ... are used to indicate all omissions from the title. In many libraries where bibliographic exactness is of less importance than is economy of time, the indication of omissions is entirely disregarded. The exceptions noted above are intended to provide a rule easily applied, for omissions too slight to seem worth indicating and for many of those which are satisfactorily accounted for elsewhere on the card. Many other omissions fall under this last specification, e. g. the word "illustrated," but such phrases as "with numerous illustrations," and constantly varying degrees of description give rise to so many questions as to whether the fact is *sufficiently* accounted for elsewhere that it has seemed best to limit the exceptions to those specified above, about which there is very seldom any doubt.

For treatment of rare books see *A. L. A. rules*, 137.

g Additions. Any additions needed to make the title clear should be supplied in brackets (See *A. L. A. rules*, 139-40.)

The omission of the author's name from the title sometimes requires the supplying of the corresponding pronoun; as [his].

h Spelling. Follow exactly the spelling of the title as given on the title-page. Indicate mistakes in spelling by ... under the incorrect letters. (See *A. L. A. rules*, 138.)

i Modified vowels. Write the German modified vowels with the umlaut or with the e, as given on the title-page.

j Accents. Supply correct accents for French and Greek words when omitted from the title-page but if incorrect accents are printed treat as mistakes in spelling.

k Numerals. For numerals occurring in the title, in general use arabic figures; but for cardinals below 10, and for either cardinals

or ordinals (adjective numerals) at the beginning of the title, and for the designation of popes, rulers etc. follow the form on the title-page. When arabic figures are used on the title-page they should be retained on the cards, even if they begin the title.

l Capitals and punctuation. See sections 3 and 6 above. The title should be in a single phrase or series of phrases, so punctuated as to form a unit; i. e. final punctuation, generally the period, should not, except for abbreviations, be used until the end of the title, so far as this is given on the cards.

As on many title-pages the punctuation is wholly or largely lacking and must be supplied, there is little advantage in the case of other titles in following the title-page punctuation, except for exact bibliographic work. For class work, therefore, give the title as a single phrase or combination of phrases, thus producing in general a more pleasing result than the fragmentary effect likely to come from the attempt to retain in solid paragraph form the punctuation originally planned for the ends of lines in title-page arrangement.

16 Imprint. The imprint forms a group, consisting on the main card and on subject cards, of place, publisher and date, written one centimeter (four typewriter spaces) after the title. On other cards use for the imprint only the date.

a Spacing. Leave sufficient space between the items to make each distinct, but not enough to break the unity of the group; e. g. N.Y. Harper, 1871; not N.Y. Harper, 1871, nor N.Y. Harper, 1871,

b Place. Write the place of publication in the language in which it is given on the title-page, using abbreviations given in the following list. If the place is not well known or if in the case of several places having the same name there is likely to be uncertainty as to which is meant add the abbreviation for the state, using brackets if the name is not given on the title-page.

1 More than one place. If more than one place of publication is given on the title-page use the first unless another, usually distinguished by position or type, is known to be the actual place of publication, in which case this place is to be preferred. If the book is published abroad in a place not standing first in the imprint (as determined above) and the imprint includes an American place of publication give this in addition; if there is more than one American place, give the preference to New York or Boston. (For illustrations and fuller treatment see the Library of Congress supplementary rule in *A. L. A. rules*, p. 47-48.)

2 Different volumes in different places. When different volumes of a long set are published in many different places write in the imprint: Various places. If not more than two or three places are mentioned they may be specified in the imprint; as, v. 1-3, Bost. Roberts, 1894; v. 4, N.Y. Putnam, 1896; or the first place may be given in the imprint and variations mentioned in a note.

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3 Place not given. If the place of publication is unknown, write: No place; if the name of the place is not given on the title-page but is known from some other source give the name in brackets.

4 Abbreviations for places of publication. Use the fuller forms in cataloging; the shorter forms are given only for use in the accession and other official records. Use for all languages when the equivalent name contains these letters. Use also the common abbreviations for the states.

Albany	Alb.	London	Lond. or L.
Amsterdam	Amst.	Lugduni Ba-	
Baltimore	Balt.	tavorum	Lug. Bat.
Berlin	Ber.	Milano	Mil.
Boston	Bost. or B.	Milwaukee	Milw.
Braunschweig	Brns.	München	Mün.
Cambridge	Camb. or Cb.	New Orleans	N.O.
Chicago	Chic. or Ch.	New York	N.Y.
Cincinnati	Cin.	Oxford	Ox.
Copenhagen	Copng.	Paris	Par. or P.
Dublin	Dub.	Philadelphia	Phil. or Ph.
Edinburgh	Edin. or Ed.	St Louis	St L.
England	Eng.	St Petersburg	St Pet. or St P.
Firenze	Fir.	San Francisco	San Fran. or
Glasgow	Glasg. or Gl.		S. F.
Göttingen	Göt.	Stuttgart	Stut.
Kjobenhavn	Kjob.	United States	U. S.
Leipzig	Lpz.	Venice	Ven. or V.
Leyden	Ley.	Washington	Wash. or W.

c Publisher. Separated from the name of the place by a comma (unless the name of the place is abbreviated or unless brackets are used) write the name of the publisher in the language in which it is given on the title-page. Give only the surname for well-known firms, e. g. Harper. Give two surnames if they are hyphenated or if you know of two firms having the same first surname. For an impersonal firm, e. g. New Truth pub. co. generally give the full name, using common abbreviations. For firms having a very common surname or for little known firms having the same surname as the author use secondary fulness for forenames. (For explanation of secondary fulness see section 24b below.)

1 List of publishers. For a list of publishers, with abbreviations, see the *A. L. A. catalog*, pt 1, p. 13-21. References in that catalog are not for forms to be used in cataloging, but for convenience in ordering; e. g. with the references "Clarendon, *see* Oxford university press," and "Westerman, *see* Lemcke & Buechner," the books should be cataloged with Clarendon and Westerman respectively as publishers, as on the title-page, but orders for the books should be sent to the Oxford university press and to Lemcke & Buechner.

2 Two or more publishers. In the case of two or more publishers follow by analogy the direction for two or more places of publication, given above as section 16b, note 1.

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If a publisher not given first on the title-page is much better known, his name with the corresponding place of publication may be substituted for the place and publisher standing first on the title-page.

3 Author vs printer. If a book is issued by a printer for a society, institution, individual author or the like, usually consider the author or society, etc. as the publisher; e. g. "pub. by the author"; "pub. by the society", or if preferred give the name of the author or society. Use the name of the printer or the press only when doubtful of the responsibility of the author or society. If the name of the printer is used give after it the word "printer" (unless the relation is indicated in some other way) bracketing such information as is not given on the title-page.

4 Privately printed books. For privately printed books see *A. L. A. rules*, 154.

d Date. Follow the publisher's name (unless ending in an abbreviation or unless brackets are used) by a comma, and give the date of imprint. Give in *arabic* figures the date found on the title-page, unless the form of that date is characteristic of a special edition or otherwise worthy of note.

For dates other than those of the Christian era see *A. L. A. rules*, 155. For treatment of false dates see *Cutter*, 269.

(1) Different volumes with different dates. When different volumes of a set were published at different times, give inclusive dates, using for the second only the last two figures, unless the century changes; e. g. 1894-96, but 1898-1901.

If the date of v. 1 is later than the first date, this fact may be indicated in curves after the inclusive dates; as, 1908-14 (v. 1, '14).

(2) Substitutes for imprint date. When there is no imprint date, unless the date of publication is known from some other source give the copyright date (generally found on the back of the title-page), preceded by a superior c, and bracketed (except in the few cases when found on the title-page). When there is neither imprint nor copyright date give in brackets the date of preface or introduction etc. e. g. [pref. 1898] or [introd. 1903]. When no definite date is found use an approximate date if possible; e. g. [189-] or [19-]. If not even the century is certain use n. d., meaning no date, unless the work was clearly published so near the beginning of the century that an approximate date can be assigned. If a date, either exact or approximate, is merely probable and not certain use a question mark; e. g. [1903?] or [190-?].

Such phrases as "Entered in the clerk's office for the southern district of New York" have the same significance as the present copyright statement and should receive the same treatment.

When no copyright date is given but a statement is made of the original date of publication or the date of the first edition, this may be given in a note.

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(3) Copyright date differing from imprint date. If the copyright date differs from the imprint date give it in addition to the imprint date. Unless the copyright date is of a different century from the imprint date give it in abbreviated form as shown below. If there is more than one copyright date give the extreme dates, connected by a dash and writing the last in full only if the century changes.

- (4) Examples: 1906 [c'1894] 1905 [c'1893-1901]
 1906 [c'03] 1902-04 [c'02-03]
 1905 [c'01-05] 1897-1903 (v. 1, '03) [c'1895-1900]

17 Collation. *a Definition.* See *A. L. A. rules*, pref. p. 13.

b Arrangement. See *A. L. A. rules*, 158.

c Position. The collation, constituting a separate group, is written one centimeter (four typewriter spaces) after the imprint.

d Fulness. Give full collation on only the main card and the subject cards. On other cards give as collation only the number of volumes when more than one.

e Volumes. Give in arabic figures the number of volumes, in all entries where more than one volume is included. If the number of volumes as given by the publisher differs from the number as bound give first the publisher's number followed by the number of bound pieces; e. g. 2v. in 1; 3v. in 2; 3v. in 6. On the main card and all subject cards follow this method, but on other cards give the item only when the bound work contains more than one piece. In that case give as on the main card. (See also note under *f*(4) below.)

f Paging. For works in one volume generally give, using arabic figures, the final main pagination as the publisher has given it.

By "final main pagination" is meant the last page number used by the publisher in the continuous numbering of the principal group of pages. This *generally* includes the index.

For a more detailed and exact method of recording the paging see *A. L. A. rules*, 160, and on p. 51 of that code the Library of Congress supplementary rule.

(1) Last numbered page a verso. If the last numbered page is a verso (i. e. the lefthand page) and there is printing on the following recto (righthand page) which is clearly a continuation of the preceding or if in the case of a separate list, table of contents, etc. (most frequent in French books) there is strong evidence that if the pages had been numbered they would have continued the

previous paging, add to the publisher's final paging the number of pages which you think would have been included in the continuous paging if they had been numbered.

(2) Last numbered page a recto. If the publisher's last numbered page is a recto and there is merely a printed verso accept the publisher's paging unless the verso contains matter to which it is desirable to refer by page number in a note or in the contents. In this case the page number of the verso should be included in the pagination given in the collation.

(3) Misprints. If there is obviously a misprint the correct paging should be given in the collation in brackets, and the misprint mentioned in a note.

(4) More than one important group. If a book is made up of two or three groups of paging (not preface, index or appendix paging) which seem to be equally important, give each final pagination, connecting the groups by +, as 232+250+193p. If there are more than three such groups write v.p. meaning various paging.

If the groups are designated by the publisher as volumes 1, 2, etc. or as parts 1, 2, etc. or simply numbered without any such term as volumes or parts, regard as a case of 2v. in 1, 3v. in 1, etc. (See section *e* above.)

(5) Inclusive. If the publication in hand is only part of a work, being either leaves taken out of the original work or a reprint of some part, retaining the original paging, give the inclusive paging, as p. 127-53.

(6) Supplied or corrected page numbers. In any case where a page number (either for inclusive or final pagination) used on the card is not given on the page in the book it should be bracketed.

(7) Leaves. If leaves instead of pages are numbered write f. (for folios) instead of p.

(8) Columns. If columns instead of pages are numbered give the number of columns, and in brackets the number of pages, e. g. 388 col. [194p.]

(9) Numbering omitted. If numbering is omitted write Unp. (meaning unpagged) in the place for pages, except that for very thin or for very rare and valuable books, the pages may be counted and the actual number given in brackets.

(10) Volumes paged continuously. If a work in more than one volume is paged continuously both the number of volumes and the final paging may be given (e. g. 2v. 560p.) and a note added: Paged continuously.

g Illustrations. Use only the following terms in describing the

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illustrations of a book. Give in this order and use these abbreviations. Disregard plural forms except for words not abbreviated.

illus.	map, maps	tab.
pl.	plan, plans	diagr.
port.	facsim.	

(1) Colored illustrations. When the coloring of illustrations distinctly adds to their value, prefix col. to the other specification of the illustrations.

(2) Few illustrations. Do not say illus. or pl. when a book has only a frontispiece or two or three unimportant pictures.

(3) Portraits. Specify a single portrait if it is of the subject of a biography, and in other cases when it is so related to the subject of the book as to add to the value of the collation. Specify also a single portrait when it is of the author and is contained in a book to the subject of which a portrait would not naturally be related, so that its relation to the author may be inferred, as in collected writings or in separate works in literature.

(4) Maps. Specify maps, either in the text or separate, in histories and all other books where they have any significance. When a map is not bound in, but is in a pocket inside the book cover, add a note; as, Map in pocket.

(5) Number of illustrations. Give the number of plates, maps etc. when easily ascertained.

(6) Plans, tables, diagrams. Do not mention plans, tables or diagrams except when numerous or important.

(7) Mention in title. Specially notable illustrations may sometimes be mentioned in the title, the name of the illustrator being given, but it is better to note them also in the collation, where the record would regularly be expected.

(8) Fuller specifications. For more detailed specifications see *A. L. A. rules*, 161 and on p. 52-53 of that code the Library of Congress supplementary rule.

(9) Definitions. For definitions of illustrations and plates see *A. L. A. rules*, pref. p. 15. The following definitions for the other specifications are taken from the *Century dictionary*.

Diagram: An illustrative figure giving only the outlines or a general scheme (not an exact representation) of the object; a figure for ascertaining or exhibiting certain relations between objects under discussion by means of analogous relations between the parts of the figure.

Facsimile: An exact copy or counterpart; an imitation of an original in all its proportions, qualities and peculiarities.

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Map: A drawing upon a plane surface representing a part or the whole of the earth's surface or of the heavens, every point of the drawing corresponding to some geographical or celestial position, according to some law of perspective etc. which is called the projection or, better, the map-projection.

Plan: The representation of anything drawn on a plane, as a map or chart; specifically, the representation of a building or other structure in horizontal section, as it stands or is intended to stand on the ground, showing its extent and the division and distribution of its area into apartments, rooms, passages etc. or its method of construction and the relation of its parts.

Portrait: A picture of a person, drawn from life, especially a picture or representation of the face.

Table: (a) An arrangement of written words, numbers or signs, or of combinations of them, in a series of separate lines or columns; a formation of details in relation to any subject, arranged in horizontal, perpendicular or some other definite order, in such manner that the several particulars are distinctly exhibited to the eye, each by itself.

(b) A synoptical statement or series of statements; a concise presentation of the details of a subject; a list of items or particulars.

h Size. Give the height of the book in centimeters, exact to one-half centimeter. (See *A. L. A. rules*, 164.)

A book is *narrow* if the width is less than three-fifths the height.

A book is *square* if the width is more than three-fourths the height.

A book is *oblong* if the width is more than the height.

In these cases give both dimensions; as, 13x16cm. (height first, width second). Measure the width from the hinge to the edge, not including the round.

Use the Cole size card, to determine proportions.

(1) Variations in a set. When the volumes of a set differ in size, if a large part of the volumes are of the same size give this as the size of the set, specifying in curves the exceptions; as, 7v. illus. pl. 25cm. (v.6, 24cm.); but if a large proportion of the volumes vary, specify for the distinct volumes; as, 7v. illus. pl.; v.1-2 and 6, 24cm.; v.3-5 and 7, 25cm. If there are so many variations that a detailed statement would be undesirably complicated give only the extremes of the sizes; as, 30v. port. 22-25cm., unless the difference in size is so great as to divide the set on the shelves, in which case a more specific statement should be made; as 25v. pl. maps, 24-30cm. (v.16 and 21-25, 26-30cm.)

(2) Atlases and portfolios. If volumes of a set are accompanied by an atlas or portfolio of the same size, give e. g. 76p. illus. and

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portfolio of 45pl. 35cm.; but if it is of a different size, give e. g. 2v. illus. pl. 26cm. and atlas, 29x27cm.

(3) Oversize volumes. For treatment when the difference in size necessitates separation on the shelves see also 18d below.

18 Call number. *a Definition.* The description of the book as called for above is for the publication as issued from the press. The call number, i. e. the number by which the book is called for, is the connecting link between the entry on the catalog card, and the book as shelved in the library. In most libraries it consists of the class number, showing the class or subject of the book, and the book number, i. e. the number assigned to the individual book within the class. Thus for Fiske's *History of the United States* the call number is $\begin{smallmatrix} 973, \\ F54 \end{smallmatrix}$ the subject (United States history) being indicated by 973, which is the Decimal classification number for that subject, while the individual book in the class is distinguished by F54, a combination representing Fiske, taken from the Cutter-Sanborn author table.

b Class work. For class work the call number for each book is given in the left margin of the list of books to be cataloged. Write the call numbers in black ink, close to the left edge of the card, the class number on the top line and the book number directly under it and as close to it as can be done without making it look crowded, in order that the two together may appear as a unit. In fiction, in accordance with the practice of many libraries, no class number has been given, the book number alone being used as the call number. In these cases give the book number on the top line, in the place generally occupied by the class number.

Many libraries give the call number in red or some other distinctive color.

c Letters. In the call numbers all letters should be printed except k (to distinguish from capital K) and l and q (to distinguish from the figures 1 and 9).

d Variations in call numbers for a set. When part of the volumes of a set, or an atlas or a portfolio so differs in size as to be shelved apart from the rest of the set give in its regular place the call number for the first or principal part of the set and in a note the exceptional volumes with their own call number; e. g. supposing the main call number for the book to be $\begin{smallmatrix} 920, \\ M45 \end{smallmatrix}$ with v. 16 and

21-25 oversize, give in a note: Call no. for v. 16 and 21-25: $\begin{smallmatrix} 920, \\ qM4 \end{smallmatrix}$

or in the case of a set with the call number ^{759,}
R24 with an over-
size portfolio, give as a note: Call no. for portfolio: ^{759.}
qR2

If a distinctive color of ink is used for the call number the colon may be omitted before the call number in the note.

For an alternative treatment of atlases and portfolios, on the plan of added editions, see section 117 below.

19 Accession number. The accession number is the number given to a book in the order of its addition to a library and is the key to the chronologic record of additions. In the books to be cataloged it is given at the bottom of the first recto after the title-page. As a convenient connecting link between records it should be noted on the main card for each book, but being only for official use should be given on the back of the card.

All records on the back of the card should be so written as to be easily read by tipping the card forward when locked into the drawer. For the accession number turn the card forward from the top and write the number across the end, in what is then the lower left corner. For illustration see sample card under section 27c below.

a More than one volume or copy. When the work is in more than one volume or the library has more than one copy, accession numbers are to be given in the following form:

5360 v. 1	14614 cop. 1
5361 v. 2	14615 " 2
(or)	(or)
5360-61 v. 1-2	14614-15 cop. 1-2

It is *necessary* to use the first of these forms when the accession numbers are not consecutive, and that form is preferable even when not necessary, as it facilitates a change in the record if a book is lost or withdrawn from the library.

20 Signature. Sign *each card* with your name or the special abbreviation given you for class work, writing the signature on the back of the card directly under the hole when the card is tipped forward (see sample under 27c).

In regular cataloging it is sufficient to sign the main card only as a clue to responsibility.


SUBJECT ENTRIES

21 Purpose. Some books, generally complete or partial collections of an author's writings, need only an author card, but as readers are quite as likely to be looking for material on a special subject as for the works of a special writer, those books which treat of a special subject should also have an added entry (for definition see *A. L. A. rules*, pref. p. 13) filed under the word or phrase indicating the subject. Such cards are called subject cards or subject entries. When a book is valuable for its treatment of more than one subject, a separate subject card should be made for each.

22 Form. These cards are in most respects like the author cards, the chief differences being the addition of the subject heading and the fulness of the author's name.

Author card

973.3	Trevelyan, Sir George Otto,	bart.
T81	American revolution; new ed...	N.Y.
	Longmans, 1905[^c 1898-1905]	3v.maps,21cm.



Subject card

973.3

T81

U.S. HISTORY. REVOLUTION, 1775-83.

Trevelyan, Sir G. O. bart.

American revolution; new ed... N.Y.

Longmans, 1905[1898-1905] 3v.maps, 21cm.



23 Subject heading. *a Color and position.* Write the subject heading in red ink on the top line, beginning at the second indentation; i. e. the inner vertical line. If the heading runs over the line indent subsequent lines one half centimeter (two typewriter spaces) further to the right.

Throughout this bulletin red ink headings and references are printed in small capitals.

b Choice of headings. Subject headings to be used in class work are given on the lists of books to be cataloged, but their use may be better understood through the following brief statement of principles governing their choice, for which the *A. L. A. list of subject headings* has served as the guide.

That term should be used as the subject heading for a book which most clearly and specifically expresses the contents of the book, as determined by a study of the title-page, preface, introduction, table of contents, or the book itself.

In choosing between synonymous headings preference should be given to the term (1) most familiar to the users of the library, (2) most used in other catalogs, (3) with fewest meanings other than the sense in which it is to be employed, (4) which brings the subject into the neighborhood of other related subjects.

c Spacing. (1) When a heading is in more than one part, separated by a period, leave a slight space (one-fourth centimeter in hand work, or one typewriter space) between the parts; i. e. between the main heading and the subhead, or between subheads.

In some libraries subheads are distinguished from the main heading by underlining, or are separated from it by a dash instead of a period.

23c(2)-24b(1)

(2) When the subject heading is a personal name which has an affixed title, to be followed by a subhead, the customary centimeter space before the title should be omitted, in order to make the personal designation appear more as a unit; e. g. WASHINGTON, GEORGE, PRES. OF U. S. BIBLIOGRAPHY.

d Abbreviations. Abbreviations should be used in the *heading* on the face of the card only in exceptional cases; e. g. U. S., the name of the state in which the library is located, the names of other states when following the names of places, and professional titles and titles of honor.

24 Author's name. *a Position.* On the line below the subject heading write the author's name, using the same indention as on author cards.

b Fulness of author's name. On the author card the author's name is the first consideration and either the full form or the fullest well-known form is desirable, for purposes of identification, chiefly with a view to distinguishing authors of the same surname.

On the subject card the subject heading is the first consideration, and the author is secondary. Consequently a shorter form of name may often be used. The form used on subject cards is commonly designated as being of "secondary fulness" or "subject fulness." This generally consists of the author's surname (as on the author card) followed by the forename written in full when the author has only one, but by the initials of the forenames when the author has more than one. Titles of honor, etc. are used as on the author card.

The form used on the subject card should always correspond to the form on the author card. The forms specified above are those commonly used for secondary fulness, but for a small library it would generally be practicable to use only the initial when the author has but one forename, or even in a very small library to use for secondary fulness only the surname.

(1) Family names. The maiden name of a woman who is entered under her married name is written in full on *all* cards and inclosed in (). Also all surnames acquired by marriage and the family names of noblemen who are entered under title are written in full on all cards.

(2) Examples of author vs secondary fulness:

<i>Author fulness</i>	<i>Secondary (or subject) fulness</i>
Washington, George, pres. of U. S.	Same
Allen, James Lane	Allen, J. L.
Beaconsfield, Benjamin Disraeli, 1st earl of	Same
Macaulay, Thomas Babington Macaulay, 1st baron	Macaulay, T. B. Macaulay, 1st baron
Cooke, Mrs Rose (Terry)	Same
Oliphant, Mrs Margaret Oliphant (Wilson)	Oliphant, Mrs M. O. (Wilson)
Parsons, Mrs Frances Theodora (Smith) Dana	Parsons, Mrs F. T. (Smith) Dana

25 Title. *a Position.* Begin the title on the line following the author's name, indenting as on the author card.

b Length. The title on subject cards may vary in length from that given on the author card; usually in case of difference it will be longer.

For title-page checks see section 15b, note 1, above.

The title may vary in length on different subject cards. It should always retain the information which is of value in connection with the special heading under which it is filed.

c Other details. Follow the rules for title on the author card.

26 Imprint, collation and call number. Give as on the author card.

27 Tracing. *a Definition.* Tracing is the term used to cover the indication of entries made for a book. In its most common application it refers to the abbreviations or signs given on the main card to show the added entries, in order that all the cards for a book may be readily found if it becomes desirable to remove them from the catalog for correction or any other purpose.

b Form. The clearest form consists of entry words (see *A. L. A. rules*, pref. p. 14) for added entries, or of some term referring to the kind of card. For subject entries both the exact main heading and subheads should be given, to insure the easy finding of the card. For other added entry cards some indication of the kind of card is often quite as clear and at the same time shorter than the entry words, but the latter should always be used when necessary in order to make clear the heading designated. Perfectly obvious


27b-c

abbreviations may always be used. Some of the most common abbreviations for this purpose are:

an	(for analytic)
comp	(" compiler)
ed	(" editor)
illus	(" illustrator)
jt auth	(" joint author)
part t	(" partial title)
ser	(" series)
t	(" title)
tr	(" translator)

c Position. Trace added entries on the back of the main card. Tip the card forward so that the hole for the rod to run through will be at the top of the card. Write the tracing for other cards toward what will then be the lower right corner. See the sample below for the tracing of several added entries.

Sample of back of card

		 Stn	
		U. S. Hist. War of 1812	
		Sea power	
		ed	
		jt auth	
		ser	
		t	
		Hall, J. M. (auth an)	
6237 6238	v. 1 v. 2		

SUBJECT REFERENCES

28 Definition. A "reference," as defined by the *A. L. A. rules*, is "a direction from one heading to another," and is to be distinguished from an "entry," which is "the record of a book in a catalog or list."

29 Purpose. References are designed to serve as connecting links between synonymous or related terms, and are of two kinds, "see" and "see also" references.

Either form may properly be made *from* a heading, even when there are no entries under that heading, but references should never be made *to* a heading under which no card will be found.

30 "See" reference. A reference from a term under which a reader might look, but which the cataloger does not intend ever to use as a heading, to the term which has been chosen to cover books on that topic; e. g. **POLITICAL ECONOMY**, see **ECONOMICS**.

1 The "see" reference is generally used for synonymous terms, or for terms so nearly synonymous that it is not worth while to try to separate the material.

2 For an alternative form see note 3 under 31 below.

31 "See also" reference. A reference from a term which the cataloger has used, or expects to use when the library has material to which it applies; e. g. **ECONOMICS**, see also **BANKS AND BANKING**; **FACTORY SYSTEM**; **MANUFACTURES**.

1 "See also" references are made from general subjects to their subordinate subjects, but not to their own subheads; e. g. **ECONOMICS**, see also **BANKS AND BANKING**; but *not* **ECONOMICS**, see also **ECONOMICS. PERIODICALS**; they are also made from subjects to related coordinate subjects and to illustrative subjects.

2 In general the lists of books used in the earlier part of the course will show whether a reference is to be "see" or "see also," unless the case is obvious. When two or more subject headings are assigned to a book it will not be indicated to which the reference is to be made unless there is thought to be reasonable room for doubt.

3 The "see" and "see also" references are the forms in general use, but the Wisconsin library school has adopted forms which probably, by a fuller wording, as shown in the samples below, convey the idea to the public more clearly.

32 Form. a Specific references. On the top line of the card, beginning at the second vertical line, write the heading from which reference is to be made, punctuating with a comma at the end unless the heading ends with an abbreviation. At the distance of one centimeter write in black either "see" or "see also" and on the follow-

32a

ing line the heading referred to, beginning at the outer vertical line. If either the heading referred from or the heading referred to occupies more than one line begin the additional line one half centimeter (two typewriter spaces) to the right of the inner vertical line.

The same reference need not be made more than once, as duplicate cards for the catalog are unnecessary. If there is occasion to repeat a reference on any list it will be sufficient to write on the back of the main card "ref. made." If the reference has been made for a previous list it should be handed in on subsequent lists as needed.

(1) Additional references. Additional topics should, instead of taking new cards, be added to cards already made, as occasion arises, thus bringing together in a single place all references from one subject; but general references (see *b* below) may often to advantage be kept separate from references to specific topics.

(2) Arrangement. In specific references in a card catalog topics referred to should be arranged in a column, additional topics being added at need.

The column arrangement is the clearest for a card catalog but an alternative is the paragraph form, in which one topic follows another on the same line, separated by a semicolon. The latter form is generally used in book catalogs, for its economy of space with corresponding economy in cost of printing, while the alphabetic order generally there followed makes consultation easier than would be the case with cards, where it would be impracticable to maintain alphabetic order, owing to the need of making additions.

Samples of reference cards

(For the sake of compactness, in subsequent samples only so much of the card will be given as is needed to illustrate the form.)

Usual form of a "see" reference

ORNITHOLOGY,	see
BIRDS	

Alternative form used by the Wisconsin library school

ORNITHOLOGY
To be found in this catalog under
BIRDS

For the general part of the statement on this and on the Wisconsin form given below, rubber stamps may be used or, better, in a library large enough to warrant it, the phrases may be printed on cards, in the proper position, leaving space to write in the subject words above and below.

Usual form for a "see also" reference, for a card catalog

LEGENDS, see also
MYTHOLOGY
FABLES
FOLKLORE
ANIMAL LORE
FAIRY TALES

Alternative form for a book catalog

LEGENDS, see also
ANIMAL LORE; FABLES; FAIRY TALES; FOLKLORE;
MYTHOLOGY

Form used by Wisconsin library school

LEGENDS
Material on this subject will also be found under
MYTHOLOGY

32b

b General references. Frequently when the list of specific topics to which references should be made would be long and a general direction will cover it, the general reference is preferable; e. g.

HISTORY.

For history of a special country or other locality, see name of the locality, subhead **HISTORY**; e. g. **GREAT BRITAIN. HISTORY**. For history of any subject see name of that subject; e. g. **EDUCATION. HISTORY**.

For subjects on which the library has few books the subhead **HISTORY** may be omitted.

Suggestions for forms of wording for general references

(For indention see sample above.)

BIBLIOGRAPHY.

For bibliography of a person or other subject see name of that subject, subhead **BIBLIOGRAPHY**, as **WASHINGTON, GEORGE. PRES. OF U.S. BIBLIOGRAPHY**; or **HISTORY. BIBLIOGRAPHY**.

BIOGRAPHY.

This heading is used for very general works only. For biography of a special class of men see name of that class, as **ARTISTS**; for biography limited to a special locality see name of that locality, subhead **BIOGRAPHY**, as **OHIO. BIOGRAPHY**; or **BOSTON. BIOGRAPHY**; for biography of an individual see name of that individual, as **LONGFELLOW, HENRY WADSWORTH**.

COMPOSERS.

For lives of individual composers see names of the composers, as **GRIEG, EDVARD HAGERUP**.

GENEALOGY.

For genealogy of a special locality see name of that locality, subhead **GENEALOGY**, as **NEW ENGLAND. GENEALOGY**; for genealogy of a special family see name of that family, as **ALLEN FAMILY**.

MANNERS AND CUSTOMS.

For manners and customs of any special locality see name of that locality, subhead **SOCIAL LIFE AND CUSTOMS**, as **SPAIN. SOCIAL LIFE AND CUSTOMS**.

PUBLIC SCHOOLS.

For works on the public schools of cities, towns etc. see name of the place, subhead **PUBLIC SCHOOLS**, as **CHICAGO. PUBLIC SCHOOLS**.

TEACHING.

For methods of teaching any special subject see name of that subject, subhead STUDY AND TEACHING; as, ARITHMETIC. STUDY AND TEACHING.

LANGUAGE.

For works on any special language see name of that language under its local adjective, as ENGLISH LANGUAGE.

DICTIONARIES.

For dictionaries of any language or other special subject see name of that subject, subhead DICTIONARIES, as ENGLISH LANGUAGE. DICTIONARIES; or ARCHITECTURE. DICTIONARIES.

READERS.

For reading books for learning a language see name of that language under its local adjective, subhead READERS, as GERMAN LANGUAGE. READERS. For selections suitable for exhibitions etc. see heading RECITATIONS AND READINGS.

LITERATURE.

For literature of a special locality see name of the literature under the local adjective, as FRENCH LITERATURE; or the name of the locality, subhead LITERATURE, as SOUTHERN STATES. LITERATURE. For works of an individual writer see his name, as Ruskin, John.

POETRY.

For poetry of a special locality see name of that poetry under its local adjective, as ENGLISH POETRY; or the name of the locality, subhead POETRY, as WESTERN STATES. POETRY. For works of an individual poet see name of that poet, as Arnold, Matthew.

ENGLISH POETRY.

For works of an individual poet, see name of that poet, as Arnold, Matthew.

AMERICAN POETRY.

For works and collections covering both American and English poetry see entries under heading ENGLISH POETRY. For works of an individual poet see his name, as Lowell, James Russell.

33 Color in references. In all references, terms (whether referred *from* or *to*) which by their nature could be used only for subjects (as, Painting) or forms of literature (as, Essays) should be written in red, but headings which might be used for authors should be written in black.

As a matter of convenience all personal names should be included under the rule for authors, even though in a few cases it may seem certain that they will never be used as author headings.

33-36

This rule for the use of black ink applies merely to headings in *references*. The heading for the entry of a book should be in black or red according to the relation of the person to the book; i. e. the name of the person should be written in black when that person is the author of the book cataloged, but in red when he is the subject, as of a biography or criticism. The name of a person referred to, should, however, be in red when he is referred to *strictly in the subject relation* as shown in the sample card for BIOGRAPHY, but in black when referred to as author, as in the sample for POETRY.

34 Fulness of forms. Personal names used as subject headings take the same fulness as for author headings, and when referred to in a reference should be given the exact full form used in the heading.

Headings referred to in references should be general in form if their relation to the heading referred from is general; e. g. supposing that a book with the subject heading U.S. HISTORY. REVOLUTION, 1775-83, was the first book in the library with a subject card for United States, it should take at least three references, (1) NORTH AMERICA, see also UNITED STATES, (because all books on the United States, whatever their subheads, would have a relation to North America); (2) AMERICAN HISTORY, see U. S. HISTORY (because the term American history is used as synonymous with United States history as a whole); (3) AMERICAN REVOLUTION, see U. S. HISTORY. REVOLUTION, 1775-83 (because in this case the heading referred from relates distinctly to the heading carried down to the period division).

35 Reference from red heading to black. Occasionally reference may be made from a red heading to a black heading; e. g. AGRICULTURE. U. S. see also U. S. Agriculture dep't; or, GREAT BRITAIN. HISTORY. VICTORIA, 1837-1901, see also Victoria, queen of Great Britain.

36 Call numbers and tracing. Call numbers should not be given on reference cards nor should the references be traced on the catalog cards, as they refer to the subject in the abstract and not to any particular book.

An official list of subject headings used and references made should be kept in some form. It may generally be done by checking and annotating the *A. L. A. list of subject headings*, but if the practice of the individual library varies widely from this list a separate record on cards will be more convenient.

TITLE ENTRIES

37 Purpose. Along with those books which require only the author card and those, which, treating of definite subjects, need also subject cards, come many books which are likely to be known and asked for by title. For these, "title cards", or "title entries" (see definition in *A. L. A. rules*, pref. p. 16) should be made. This class of books consists mainly of novels, dramas, and poems and other works with specially memorable titles.

While the form of author's name to be used on the author cards, and the subject headings and subject references will be given on the lists of books to be cataloged, title cards are to be made when they seem advisable to the student. Although title cards are often made in addition to subject cards they should be so made only when the title is sufficiently different from the subject heading to answer a separate need.

38 Form. *a Position of title.* Begin the title on the top line, at the inner vertical ruling. If the title runs over the line indent all subsequent lines before the author's name one half centimeter (two typewriter spaces) further to the right, to give distinctness to the beginning of both the title and the author's name.

b Length of title. The title on the title card is often shorter than on the author card, but a short subtitle or alternative title may generally be included to advantage, specially in the case of a very short main title, where the danger of confusion with another similar title is greatest.

c Marks of omission. Use . . . for omissions at the beginning or in the midst of the title, as on the main card, but not at the end.

As the title card is used simply as the means of learning whether a specific book is in the library, the same degree of bibliographic exactness as given on the main card is not important.

d Imprint. One centimeter after the title give simply the imprint date, or if there is no imprint date give whatever is substituted for it on the main card. Do not give the copyright date in addition to the imprint date. If different volumes of a set have different imprint dates give inclusive dates; as, 1897-1904.

If v.1 is dated later than the first imprint date no mention is to be made of this fact.

e Collation. One centimeter after the date give merely the number of volumes if more than one. For works bound in a greater or less number of volumes than the numbering of the publisher see section 17e above.

38f-g

f Author's name. On the line after the title etc. write the author's name, in secondary fulness, using the same indentation as on the author card.

Here, and on all other added entry cards, the author's name is a secondary consideration (as explained in connection with the subject card) and a shortened form may therefore be used.

g Call number. Give the call number in the regular place.

Sample cards*Author card*

T363v	Thackeray, William Makepeace. (The) Virginians: a tale of the last [i. e. the 18th] century; with...illustrations by the author... Bost. Houghton, 1896[^c 89] 2v. illus. 20.5cm.
-------	--

On the back of the main card should be written the accession numbers, and t to trace the title card.

Title card

T363v	(The) Virginians: a tale of the last [i. e. the 18th] century. 1896. 2v. Thackeray, W. M.
-------	---

EDITORS, COMPILERS AND TRANSLATORS

39 Definitions. For definitions of editor and compiler see *A. L. A. rules*, pref.p.14.

40 Names of editors etc. in title. For the inclusion of the names of editors etc. in the title on the main card and subject cards see section 15c, note 3, above. For fulness of names see section 15f.

41 Desirability of added entries. Added entry cards for editors, compilers and translators may be made very freely in a large library where there is likelihood of call for all the literary work of a man in whatever capacity. In a small library they may generally be omitted except when the editor, compiler or translator is a person of special importance (from either the general or the local standpoint) or the book in hand is likely to be looked for under his name. Of the three classes the translator cards are the most likely to be important.

For class work these cards are to be made regularly. During the earlier part of the course they will be noted on the lists of books to be cataloged. Later they will be indicated only when supplementary information in regard to the form of name is needed.

Read *Cutter, III*, where "references" are recommended, corresponding to the added entries of the *A. L. A. rules*.

42 Two or more editors, compilers or translators. In the case of two or more editors, compilers or translators for a book a separate card is made for each without reference to the others.

This rule applies to editors etc. when another person is treated as author. For two or more editors etc. as authors see section 66.

43 Form. a Heading for editor etc. Give the name of the editor, compiler or translator on the top line, in author fulness, including professional titles and titles of honor as in author headings (see *A. L. A. rules*, 57), followed after one centimeter space by the abbreviation ed., comp. or tr. Begin the heading at the inner vertical ruling. If it runs over the line indent subsequent lines one half centimeter (two typewriter spaces) further to the right.

If the same person compiles and edits a work, the work of compiling is so far covered by the editorial work that it need not be separately recognized in the heading, but the work of compiling and of translating or translating and editing are sufficiently distinct so that when both are done by the same person a single added entry card should be made for him, in the heading of which both branches of his work should be recognized (see sample for Wall, below).

43b-e

b Author's name. On the line below the heading give the author's name, in secondary fulness, including professional titles and titles of honor, indenting as on the author card.

c Title. Write the title on the line after the author's name, beginning at the inner vertical ruling but coming back to the outer indentation for subsequent lines. A short title may generally be used and the name of the editor, translator or compiler may be omitted from the title, since the heading shows his relation to the book. Omissions should, as on title cards, be indicated by the ... when occurring at the beginning or in the midst of the title but not at the end.

d Imprint and collation. For spacing and for fulness of imprint and collation follow the same rules as for title cards, 38 *d-e* above.

e Call number. Give the call number in the usual place.

Author card

591.942	White, Gilbert.
W58	Natural history and antiquities of Selborne; ed... by L. C. Miall and W. W. Fowler. N.Y. Putnam, 1901. 386p. facsim. 19.5cm.

Editor cards

591.942	Miall, Louis; Compton, ed.
W58	White, Gilbert. Natural history and antiquities of Selborne. 1901.

591.942	Fowler, William; Warde, ed.
W58	White, Gilbert. Natural history and antiquities of Selborne. 1901.

Author card

842	Molière, Jean Baptiste Poquelin.
M72	Dramatic works; tr. into English prose, with . . . introductions and . . . notes, by C.H. Wall . . . Lond. Bell., 1876-77. 3v. 1 port. 19cm.

Translator and editor card

842	Wall, Charles Heron,	tr. and ed.
M72	Molière, J. B. P.	
	Dramatic works.	1876-77. 3v.

ILLUSTRATORS

44 Illustrator as main or added entry. See *A. L. A. rules*, 4. Books calling for the main card under the name of the illustrator are the exception. The more usual situation is that of the illustrations as a secondary feature and it is for these cases that provision is made in the following rules.

When the main card is made under the name of the illustrator a card for the author of the text is best treated as a "general secondary" entry (described below under 47).

45 Importance of illustrator. Illustrator cards are used much less freely than editor and translator cards, being made only when the illustrator himself or the illustrations of the book in hand are considered specially important. Except when important the name of the illustrator need not be included in the title on the main card, even though it is on the title-page, but when included it should follow the same rules as for editors, 15f.

46 Form for illustrator card. Follow the rules for editor cards, except for the substitution of illus. one centimeter after the name, in place of ed. in the heading.

GENERAL SECONDARY ENTRIES

47 Definition. Entries made for individuals, societies, government departments, etc., having some kind of author connection with the book, important enough to warrant recognition, yet not really that of author nor such as can be readily defined by a single word, as "editor", "translator", etc.

A general secondary entry may be made, for example, for a society or department to which a report is made or which authorizes a publication, or for an individual on whose writings the work in hand is based, as in the case of a book or story rewritten or adapted. This must not be confused with an abridgment, in which the author's own words are retained, the alteration consisting chiefly in omissions. For an abridgment the author heading should be the same as for the original work, the abridger being regarded as an editor.

A general secondary card is of special value in case of doubt as to which of two headings should be used for the main entry.

48 Treatment. Same plan as for editor cards (section 43), except that no term corresponding to ed. is used in the heading and since the relation of the party named in the heading is not thus defined, sufficient information to justify entry under the heading should be included either in the title or in a note.

Author card

580.7 L43	Leavitt, Robert Greenleaf. Outlines of botany for the high school laboratory and classroom, based on Gray's Lessons in botany; prepared at the request of the botanical department of Harvard university. N.Y. Amer. bk co. [1901] 272p. illus. 21cm.
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General secondary card

580.7 L43	Gray, [Asa] Leavitt, R. G. Outlines of botany for the high school laboratory and classroom, based on Gray's Lessons in botany. [1901]
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NOTES: MISCELLANEOUS

For series notes see 67-71 below.

49 Scope and order. See *A. L. A. rules*, 168, and the footnote on p. 56 of that code.

Dates covered by works of history or travel are, when not given elsewhere on the card, specially valuable.

50 Where given. Notes should be given on the cards where most useful; e. g. notes regarding the author should be given on the author card; bibliographies which, as is generally the case, concern the subject should be given on the subject card; notes showing the language of a book, when not indicated by the title, should be given on author, subject and title cards; notes of imperfections should be given on all cards.

51 Form. Notes should be definite and concise, and those concerning the contents of a book, as a biographical sketch or bibliography, should when practicable include the page references; as, Bibliography, p. 436-53; or, Biographical sketch of the author, pref. p. 11-27.

Page references should be given in arabic, even when roman numerals are used in the book; e. g. pref. p. 34-77, rather than p. xxxiv-lxxvii. Chapter headings for bibliographies etc. are generally to be preferred, but when there is no chapter heading or when it does not cover the situation satisfactorily, occasionally a general term or other supplied phrase may be used to advantage.

52 Sequels and supplements. Notes of sequels should refer both to earlier and later volumes in the sequence, making the order clear. When any work is followed by a supplement which calls for a separate main entry; e. g. a continuation under a different author (see *A. L. A. rules*, 14) or one in periodical form, connecting notes should be given on the cards for both the original work and the supplement.

53 Position. In general omit one line after the regular entry, before miscellaneous notes, if there is room to do so without carrying the writing too far down on the card or necessitating the use of an extra card.

54 Indentation. Begin the note at the second indentation, but use outer indentation for subsequent lines.

JOINT AUTHORS

55 Definition. See *A. L. A. rules*, pref. p. 15. Notice the contrasting definition in *Cutter*, p. 21, but follow *A. L. A.*

56 Treatment. Three important methods of treatment in somewhat general use are shown below, but for class work Method 1 is to be followed, which is a slight amplification of the *A. L. A.* rule.

Read *A. L. A. rules*, 2, and for different method *Cutter*, 3-4 and 218.

a Method 1. (1) Books by two or three authors. For a book written jointly by two or three authors (including correspondence) make the main entry under the name of the one first mentioned on the title-page, followed by the name of the second or the names of the second and third. Make added entries in which each of the additional authors is given the first place on the card, and the author given first on the main card is given the second place. Use the inverted form for each name included in the heading. For the name used first in *each* heading given author fulness with professional titles and titles of honor, for the other names use secondary fulness with professional titles and titles of honor. Begin each joint author heading at the outer indention; if the heading runs over the line indent subsequent lines one half centimeter (two typewriter spaces) to the right of the second vertical line. Use brackets according to previous rules.

Examples: Stevenson, Robert Louis, and Osbourne, Lloyd.

Osbourne, Lloyd, and Stevenson, R. L.

Cheston, Henry Clifford, Gibson, J. S. and Timmerman, C. E.

Gibson, J. Stewart, Cheston, H. C. and Timmerman, C. E.

Timmerman, Charles E., Cheston, H. C. and Gibson, J. S.

1 Number of authors in heading. Provision is made in the direction above for the use of three names in the heading, in order that the form for any number of names may be understood, but unless a library has already adopted the use of three or more names it is recommended that the *A. L. A.* rule for two names only in the heading be followed, except in a case where another author is of special importance.

2 Punctuation. Notice that to distinguish clearly the different authors, the comma is needed between the names of joint authors not connected by "and," even though the preceding name ends with a period, brackets or curves; also that the comma is used before the "and" *unless* the preceding name ends with a period, brackets or curves, when the appearance seems to justify its omission.

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3 Exceptions. When two authors always write jointly, reference may be made from the second to the first, instead of an added entry being made for each book; as,

Chatrian, Alexandre, and Erckmann, Émile, see
Erckmann, Émile, and Chatrian, Alexandre.

(or)

Chatrian, Alexandre.

Books by this author will be found in this
catalog under the heading
Erckmann, Émile, and Chatrian, Alexandre.

(In the second of these forms all except the names should preferably be printed or put on by rubber stamp.)

For joint authorship of corporate bodies, e. g. societies or government departments, Method 2 given below is to be preferred, to avoid the complicated headings likely to result otherwise.

(2) Books by more than three authors. For a book written jointly by more than three authors make the main entry under the name of the first, followed by the phrase "and others", e. g. Grant, Russell Andrew, and others. Added entry *may* be made for each additional author but, unless a library is trying to keep a *complete* record of its material by all authors, is important only in exceptional cases, e. g. when the additional author is of special importance from either the general or the local standpoint or for some other reason is specially likely to be looked for. If an added entry is made it would take the form: Storrs, Martin Lee, Grant, R. A. and others, giving the names of only the author for whom the entry is being made and of the author given on the main card.

If in the case of a book by more than three joint authors only two or three are *named* treat as in the case of two or three joint authors except for the use of the phrase "and others" after the names.

Brackets are not used around the phrase "and others" in the heading.

(3) Title on main card. The title on the main card follows the rules previously given for main cards. When the names of all the authors are given in the heading they need be repeated in the title only in unusual cases, according to the principle for writing titles under single authors. When the authors are not all mentioned

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in the heading (as in the case of more than three) their names may, if thought advisable, be included in the title (without inversion, in secondary fulness, omitting professional titles and titles of honor, or in shorter form if so given on the title-page) or in a note or contents, the advisability of this being determined by the number of the authors and their importance.

1 When there are too many authors to warrant a complete list, give the name of only the first or the name of the first and a selection of the most important of the others, accounting for the remainder by adding at the end of the names mentioned, the phrase "and others", using brackets if the information is given in the title on the cards and the phrase is not on the title-page. The author heading often covers the case sufficiently.

2 When the authors' names are not all included in the heading and are omitted either wholly or in part from the title indicate such omissions in the title by . . . for each omission, whether of a single name or of two or more consecutive names.

(4) Title on added entry joint author cards. The title on added entry joint author cards (i. e. entries for second and third authors) should be given briefly, following rules for added entry editor cards (section 43c).

(5) Imprint and collation. The imprint and collation are given on the main card as on other main cards; on added entry joint author cards, they follow the rules for added entry editor cards (section 43d).

Samples of Method 1

Main card

915	Allen, Thomas Gaskell, and Sachtleben, W. L.
A43	Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903(^c 1894) 234p. illus. port. 19.5cm.

Subject card

915 A43	ASIA. DESCRIPTION AND TRAVEL. Allen, T. G. and Sachtleben, W. L. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903 [^c 1894] 234p. illus. port. 19.5cm.
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Added entry joint author card

915 A43	Sachtleben, William Lewis, and Allen, T. G. Across Asia on a bicycle. 1903.
------------	---

Title card

915 A43	Across Asia on a bicycle. 1903. Allen, T. G. and Sachtleben, W. L.
------------	--

b Method 2. (1) Heading for main card. Make the main entry for the book under the name of the author first mentioned on the title-page, giving only his name in the heading.

(2) Title on main card. Under this method include in the *title* (without inversion, in secondary fullness or in shorter form if so given on the title-page) or in a note or contents, the names of the authors if not more than three. If the names are given in note or contents instead of in the title, use... in the title to indicate the omission. For more than three authors, follow for title the rule under Method 1.

(3) Added entry joint author cards. For the added entry joint author cards give as the heading only the name of the additional author being treated, including the authors' names in the title as for the main card.

(4) Imprint and collation. As for Method 1.

Samples of Method 2

Main card

915 A43	Allen, Thomas Gaskell. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking; by T. G. Allen and W. L. Sachtleben. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm.
------------	--

Subject card

915 A43	ASIA. DESCRIPTION AND TRAVEL. Allen, T. G. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking; by T. G. Allen and W. L. Sachtleben. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm.
------------	---

(or as in Method 1)

915 A43	ASIA. DESCRIPTION AND TRAVEL. Allen, T. G. and Sachtleben, W. L. Across Asia on a bicycle: the journey of two American students from Constantinople to Peking. N.Y. Century, 1903 [c1894] 234p. illus. port. 19.5cm.
------------	--

Added entry joint author card

915 A43	Sachtleben, William Lewis. Across Asia on a bicycle... by T. G. Allen and W. L. Sachtleben. 1903.
------------	--

Title card

915 A43	Across Asia on a bicycle...by T. G. Allen and W. L. Sachtleben. 1903. Allen, T. G.
------------	--

(or)

915 A43	Across Asia on a bicycle. Allen, T. G. Across Asia on a bicycle...by T. G. Allen and W. L. Sachtleben. 1903.
------------	---

(or as in Method 1)

915 A43	Across Asia on a bicycle. 1903. Allen, T. G. and Sachtleben, W. L.
------------	---

c Method 3. (1) Main entry. Make the main entry under the name of the first author, as in Method 2, following the same rules for title, imprint and collation.

(2) Added entry joint author cards. Make the added entry joint author cards according to the rules for added entry editor cards (section 43), except that "joint author" is substituted in the heading for the abbreviation "ed."

Sample of Method 3*(Main card, subject card and title card as in Method 2)**Added entry joint author card*

915 A43	Sachtleben, William Lewis, joint author. Allen, T. G. Across Asia on a bicycle. 1903.
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57a-c

57 Relative advantages and disadvantages of different methods. *a Method 1.* (1) Advantages. (a) Represents in the heading the authorship as it appears on the title-page.

(b) Avoids the necessity for repeating the authors' names in the title.

(2) Disadvantage. Produces a complication in alphabetizing. Headings in which more names than one appear may either be arranged in a separate alphabetic group after the entries in which the first author's name is given alone, e. g. the cards for Besant, Sir Walter, and Rice, James, after the works of Besant, Sir Walter, alone; or the works by joint authors may be alphabetized in with the works of the author alone; e. g. Besant, Sir Walter, and Rice, James. *Chaplain of the Fleet*, between Besant, Sir Walter. *Captain Cook*, and Besant, Sir Walter. *Children of Gibeon*.

By the former arrangement the reader may look for the book in the first series of titles and overlook the fact that there is a second; by the latter arrangement the reader who is accustomed to finding the joint authors arranged after the single authors may think, on seeing a joint author card, that he has reached the end of the works by the single author. Of the two arrangements confusion seems less likely to result from the second.

b Method 2. (1) Advantage. Simplifies the alphabetizing.

(2) Disadvantages. (a) If only one name is given in the heading the book is not so readily identified by the reader who knows it by the names of the two or three authors.

(b) On every card, if the joint authorship is to be represented, the names of the authors must either be included in the title, which involves much repetition, or else for *added entry cards* the cataloger must revert to Method 1, and represent the joint authorship on the author line.

c Method 3. (1) Advantages. (a) Simplifies the alphabetizing.

(b) Is best adapted to printed cards, where all cards are originally exactly alike.

(2) Disadvantages. (a) Represents all the authors except the first in a subordinate relation, like editors, translators etc.

(b) Results in the arrangement of the added entry joint author cards in a second series of titles among the works of those authors as editors, translators etc. where the cards are likely to be entirely overlooked by the reader who looks for the book under the name of a second or third author.

NAME REFERENCES

58 When made. References should be made to the exact form chosen for entry, from any other form under which the reader is likely to look, unless the difference is so slight as to be unlikely to affect the place of the card in the catalog. Some of the most important classes of references are noted below, but many others will come up from time to time, to which the general principle will apply.

59 Fulness. The form referred to should be in author fulness, including professional titles and titles of honor but excluding such terms as ed., tr. etc. which are not a part of the person's name but merely show his relation to a particular book. Brackets should not be used in references except in very unusual cases, e. g. a corporate entry in which some explanatory term has been introduced; as, Albany, N. Y. St Peter's [Episcopal] church.

60 Color. Use black ink for all name references.

61 Examples. *a* Noblemen entered under title; e. g. Avebury, John Lubbock, 1st baron, with reference from Lubbock, John, 1st baron Avebury (*A. L. A. rules, 33*)

b Noblemen entered under family name; e. g. Walpole, Horace, 4th earl of Orford, with reference from Orford, Horace Walpole, 4th earl of (*A. L. A. rules, 33*)

c Married women who are entered under the married name but have also published books under either the maiden name, e. g. Ward, Mrs Elizabeth Stuart (Phelps), with reference from Phelps, Elizabeth Stuart; or under an earlier married name, e. g. Parsons, Mrs Frances Theodora (Smith) Dana, with reference from Dana, Mrs Frances Theodora (Smith), also from Dana, Mrs William Starr, and from Parsons, Mrs James Russell, jr (*A. L. A. rules, 41*)

d Married women whose books are regularly published under an earlier form, either the maiden name, e. g. Potter, Margaret Horton, with reference from Black, Mrs John Donald; or an earlier married name, e. g. Wiggin, Mrs Kate Douglas (Smith), with reference from Riggs, Mrs George Christopher (*A. L. A. rules, 41*)

e Compound surnames, which are generally to be entered under the first part with reference from the second; e. g. Watts-Dunton, Theodore, with reference from Dunton, Theodore Watts- (*A. L. A. rules, 25*)

In many libraries and reference books the opposite practice prevails.

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f Unused forenames; e. g. Conradi, Bruno, with reference from Conradi, Karl Paul Bruno (*A. L. A. rules*, 28)

g Full name with reference from familiar shorter form; e. g. Matthews, James Brander, with reference from Matthews, Brander

h Changed names; e. g. Stretton, Hesba, with reference from her original name, Smith, Hannah (*A. L. A. rules*, 40)

i Variant spellings of either forenames or surnames; e. g. Karl, or Carl; Turgenev, or Tourguéneff.

j Modified vowels (*A. L. A. rules*, 131)

For the modified vowels a general reference is sometimes used; e. g.

Bä

Names beginning Bä and Bae are arranged together as Bae.

While this method is recognized as a possibility it is not advised, as a reader who was looking for Bärmann would not be likely to see a reference under Bä, which would be filed at the beginning of the Ba's. A specific reference from each name will be found much more satisfactory.

k Surnames with prefixes (*A. L. A. rules*, 26)

Under very common prefixes a general reference may be made; e. g.

De

Foreign names beginning with this prefix will be found in this catalog under the latter part of the name.

This suggestion is, however, open to the same criticism as that for the modified vowels above.

Sample references

Instead of the "see" references given below the same form may be used as suggested for "see" subject references under section 32, or for pseudonyms on p. 83, sample card 7.

Lubbock, John,	1st baron Avebury,
see	
Avebury, John Lubbock,	1st baron.

Orford, Horace Walpole,	4th earl of,
see	
Walpole, Horace,	4th earl of Orford.

Phelps, Elizabeth Stuart,	see
Ward, Mrs Elizabeth Stuart (Phelps)	

Black, Mrs John Donald	see
Potter, Margaret Horton.	

Göthe,	see
Goethe.	

(or)

Göthe, Johann Wolfgang von,	see
Goethe, Johann Wolfgang von.	

Müller.

See this name arranged as though written
Mueller.

(or)

Müller, Friedrich Max.

See this name arranged as though written
Mueller, Friedrich Max.

References from modified vowels are to be arranged with the same vowels unmodified, while in headings for entries ä, ö and ü are arranged as though written ae, oe, and ue. (See Cutter, 299.)

COMPILER, EDITOR OR TRANSLATOR AS AUTHOR

62 Main entry. See *A. L. A. rules*, 126.

1 Under this principle are generally included bibliographies, cyclopedias, dictionaries, genealogies, and collections of poems, essays, stories etc. by numerous writers, when some known individual is evidently responsible for the book as a whole. (See *Cutter*, 98.)

2 For the distinction between compiler and editor see definitions in *A. L. A. rules*, pref. p. 14. See also definition of author in *Cutter*, p. 14. Generally compiler is used for makers of bibliographies, dictionaries and genealogies; editor for cyclopedias; either compiler or editor for collections of poetry or prose, according to whether the work has been merely collecting or has included also editorial work in the way of notes, important introductions etc. Translator is used when the maker of a collection has also translated it into a different language. While these suggestions cover in a general way the use of the terms it is usually best in choosing to be guided by the phraseology of the title-page unless there is strong reason to the contrary, but remembering that the maker of such works as indicated above is generally regarded as something else than an author, even though not specifically designated on the title-page.

63 Treatment of name. When the main entry is made under the name of a compiler, editor or translator, this name is treated on all cards, in every respect (i. e. indention, fulness etc.) as though it were the name of the author of the book, except that in the case of persons (but not of corporate bodies) it is followed after one centimeter space by the abbreviation comp., ed. or tr. as the case requires. (See *A. L. A. rules*, 57.)

Except in some name references, all names used in headings on the cards, (except the second and third authors in a joint author heading) whether representing author, compiler, editor, illustrator, translator, general secondary or subject, are written in *author fulness, including professional titles and titles of honor*, in order that the form may be identical with that used for the same person if he appears as author.

64 Title, imprint, collation etc. For both main and added entry cards, follow the same directions as for books of simple authorship.

65 Compiler etc. in the secondary relation. For treatment in the secondary relation, in contrast with the treatment as author described above, see sections 39-43.

66 Joint compilers etc. as authors. Treat as in the case of joint authors except for the use of the abbreviation comp., ed. or tr. at the end of the heading, one centimeter after the combination of names, not after the first alone.

Notice the difference in treatment between two or more compilers or editors etc. *as authors* and two or more editors etc. *in the secondary relation* (section 42).

Sample cards*Main card*

016.822 M14	McFadden, Elizabeth A. (p)thorp, and Davis, L. E. comp. Selected list of plays for amateurs and students of dramatic expression in schools and colleges... Cin. E.A.McFadden, 1908. 96p. 22.5cm.
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Subject card

016.822 M14	<p style="text-align: center;">DRAMA. BIBLIOGRAPHY.</p> <p>McFadden, E. A. and Davis, L. E. comp. Selected list of plays for amateurs and students of dramatic expression in schools and colleges... Cin. E.A.McFadden, 1908. 96p. 22.5cm.</p>
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Joint compiler (as author) card

016.822 M14	<p>Davis, Lillian E. and McFadden, E. A. comp. Selected list of plays for amateurs and students of dramatic expression. 1908.</p>
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When Method 2 or Method 3 for joint authors is used, instances of joint compilers etc. as authors should conform to the same method.

SERIES NOTES

67 Definitions. See in *A. L. A. rules*, pref. p. 16, definition for Series, first paragraph; also definition for Series note in *A. L. A. rules*, pref. p. 16, and *Cutter*, p. 22.

68 When given. Give series note for all series falling under the definition referred to above. These may be designated in the publisher's language, by the word "series", as "Pitt press series"; by the word "library", as "Seaside library"; or by some similar word; or a name may be given to the series without including any general term of this nature, as "Story of the nations."

69 Where found. In addition to the places mentioned in the *A. L. A. rules* (namely at the head of the title-page, on the half-title or on the cover) the name of the series may appear at the head of an advertising page but in such cases should be used with caution, i. e. it should be carefully considered whether the phrase used is really a definite name for a series or simply a general descriptive term; as, Historical publications, Stories of adventure. If such a list appears with a title slightly differing from the title-page heading, half-title or cover use one of these three; if the first words of the title-page heading differ from the half-title use the best-known form if that is clear, otherwise generally use the form given as the half-title, since this is more likely to furnish the full information desirable on the series card. Give the preference to a half-title or title-page heading over a title on the cover, as the latter would probably be lost in a rebinding.

70 Form. The form of name for the series in the series note should correspond to the heading used on the series card as described below (section 74), except that the form is often shortened for the series note, specially in respect to the name of the editor, which is regularly given on the series card but omitted from the series note except in the rare cases where the series is generally known by the editor's name. In shortening for the series note do not omit the first words or the significant part of the title. If volumes of a series are numbered the volume number *may* be included at the end of the series note, but is not *generally* important. Omissions in a series note need not be indicated by . . .

71 Position. Write the name of the series in () one centimeter after the collation on the *main card and subject cards*. Omit on other cards. Do not use brackets even if the name of the series does not occur on the title-page. Use abbreviation ser. for series in the series note unless the word occurs at the beginning of the name, or for some other reason is specially prominent.

SERIES ENTRIES

72 Definition. See *A. L. A. rules*, pref. p. 16, and *Cutter*, p. 19 and 22.

73 When made. While the series note is used for all series, make a series entry only for important series, which are generally limited to some specific subject; e. g. Bell's cathedral series, English men of action, Story of the nations, etc. Do not make series cards for publishers' miscellaneous series, such as Everyman's library, Morley's universal library.

74 Form. See *A. L. A. rules*, 128, first paragraph. Read also the remainder of the section but remember that it is generally impracticable to *maintain* either a numerical or an alphabetic arrangement in a manuscript or typewritten catalog, and for this reason it is inadvisable to begin in that way, as a reader, finding a considerable number of entries systematically arranged, would probably overlook a miscellaneous group at the end, which might contain the work desired. Occasionally, however, a series (generally in history or fiction) has sufficient unity through the chronologic sequence of its volumes, to make it desirable that this sequence be preserved, and in such cases space for missing volumes should be left between entries.

a Heading. Enter a series of which the editor is unknown under the name of the series; e. g. International scientific series.

Usually enter a series of which the editor is known, in the same way, with reference from the editor, e. g. American commonwealths; ed. by H. E. Scudder; with a "see also" reference from Scudder, Horace Elisha; e. g.

Scudder, Horace Elisha, also American commonwealths.	ed.	see
--	-----	-----

(or, better)

Scudder, Horace Elisha, American commonwealths.	ed.
--	-----

Books in this series will be found in this
catalog under the heading
American commonwealths.

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Though contrary to the general rule that headings on reference cards take second indention, it is more satisfactory for references from author and title combined to use ordinary author and title indention, in order that the card may be filed among the other titles of the same author.

Notice that the editor's name is given with the name of the series in the heading for the series card (see sample 4 below on p. 66), but is omitted in the name of the series on the reference card, which is an exception to the general rule for reference to the *full* form used in headings.

(1) Variations in name of series. When variations occur in the title of a series the headings should be selected as suggested for series notes (section 69) and a "see" reference made from any other title of the series if it would alphabet in a different place; e. g.

Crowell's library of economics and politics,
see
Library of economics and politics.

(or, better)

Crowell's library of economics and politics.

Books in this series will be found in this
catalog under the heading
Library of economics and politics.

This direction covers variations in the title appearing in the book itself, and different titles for the same series, issued, for example, by both English and American publishers; as, the Progressive science series, published in England, which appears in America under the title Science series.

(2) Position and indention. Enter the name of the series on the top line, outer indention. If the heading occupies more than one line indent subsequent lines one half centimeter to the right of the second vertical line.

(3) Editor's name included in name of series. Include the editor's name when known, (without inverting) in what would correspond to secondary fulness of the form as given in the book. Do not supply in this entry any extra information which may be used on the card to be filed under the name of the editor himself; e. g. if the title reads "English men of letters; ed. by John Morley" use this form and not the information gained from other sources "John Morley, 1st viscount Morley of Blackburn." Use, however,

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such titles of honor etc. as are given in the book, if they would be used in an author heading.

This rule for the inclusion of personal titles is contrary to the general practice regarding editors' names in book-titles, but the editor in this case is the person responsible for the series as a whole and his titles may add weight to the value of the series and would not otherwise appear on the series card.

(4) Entry under editor's name. In very rare cases a series is better known by its editor's name than by its title. When so, make the entry under the editor, giving his name on the top line, outer indention, author fulness, with titles of honor etc. followed after one centimeter space by the abbreviation *ed.* On the line below his name begin the title of the series at the second indention, carrying it back to the outer indention if it runs over the line.

If a series is entered under the editor's name reference should be made to this name from the title of the series.

(5) Series consisting of works by the same author. Occasionally a series is issued in which all the books are the work of the same person, either as author or in the relation of compiler or editor as author. In such cases the name of the person responsible should be included in the series heading, as for editors of other series, and a reference made from the personal name to the name of the series, the best form for such a reference being suggested by sample card 6, below.

For a series in which all the books are the work of the same author the series card is sometimes made under the name of the author, his name being given on the top line with author indention and author fulness, including professional titles and titles of honor, followed on the next line by the title of the series, with ordinary title indention. The individual books are then entered as usual on a series card (74b) except for the omission of the author's name. With this treatment a reference should be made from the title of the series to the author's name, followed by the title of the series. The disadvantage of this method is the double entry under the same heading, (1) the full entry for each book under the author's name, (2) the short entry on the series card, under the same name; while the title of the series is found directly only on a card referring to the author's name.

Still a different method is the omission of the series card, with a reference from the title of the series to the name of the author, under which the full entries for the individual books are to be found. The disadvantages in this case are (1) the necessity of selecting from all the works given under the author's name those which belong to the special series, as shown by the series note, and (2) the greater difficulty in determining the proper sequence of the books, when this is desirable.

(6) Abbreviations. Do not abbreviate the word "series" in the heading on the series card, even if abbreviated in the series note.

74a(7)-b(3)

(7) Wording. Follow the phraseology of the book; e. g. "Cambridge modern history; planned by Lord Acton; ed. by A. W. Ward, G. W. Prothero, Stanley Leathes" (or) "Cambridge Bible for schools and colleges; general editor, J. J. S. Perowne." If a case occurs where the arrangement of the lines is the only indication of the relation of the person to the series, supply the phrase "ed. by" or whatever else seems most suitable. Include names of from one to three editors; if more than three give the name of the first "and others." If variations in the wording appear after the series card is written, make alterations only when important; e. g. an additional editor. In case of different editors at different times give on the series card as though editing at the same time.

(8) Punctuation. Use a semicolon after the name of the series before the statement regarding the editor. Brackets and marks of omission in the heading on the series cards are not to be used because of the occasional variations in different volumes.

b Entries for separate works. (1) Items included. The entry for each work entered on the series card consists of its call number, author's name, brief title, imprint date (or its substitute as on other short-entry cards) and number of volumes when more than one. If volumes of a series are numbered this volume number may also be given, but for a series to be continued indefinitely, in which the volume numbers have no significance except the order of publication, it has little practical value.

(2) Position of entries and number of lines. Begin the first entry on the line after the series heading, unless that heading consists of only one line, in which case one line is to be left blank. Even if the entries are so short as to occupy (except for the call number) only one line, allow two lines each on manuscript cards, three lines on typewritten cards, to provide sufficient room to keep the call numbers distinct, except that for fiction, if no class number is used, two lines are sufficient on typewritten as well as on manuscript cards. Do not leave space for missing volumes of a series except as indicated in the first paragraph in 74, for certain classes of series, where there is a practical advantage in retaining the original sequence.

(3) Indention. Begin the entry for each separate work on the series cards at the second indention, placing each call number at the left edge of the card opposite its own entry, and the volume number of the series, if given, between the vertical lines; for subsequent lines indent one half centimeter to the right of the second vertical line.

74b(4)-(5)(b)

(4) Arrangement of items by author. Except when some other arrangement is clearly of practical advantage and can be easily carried out it is well to arrange (a) author's name, inverted, in secondary fulness, with professional titles and titles of honor; (b) short title; (c) imprint date or its substitute; (d) number of volumes when more than one.

On the series card half a centimeter space is better than the full centimeter between the author's name and professional titles and titles of honor, to make this separation less than that between the items.

(5) Arrangement of items by subject. (a) In series of individual biographies and in some other series, generally those of a definite local nature, it is often better to arrange by subject as represented on the title-page. In such cases the best form would be: (1) name of the subject, followed by a semicolon and "by" (with the name of the author, *not inverted*, in secondary fulness, without personal titles); (2) date; (3) number of volumes when more than one.

For subjects of biographies the subject name may be given in either secondary or title-page fulness (inverted form) or the surname alone may be used, according to whether additional value will be added to the entry by an indication of the given names. This decision may be influenced by various considerations; e. g. (1) the familiarity of the given names, as in the case of writers, whose given names are commonly known, as contrasted with musicians or artists almost universally known by the surname; or (2) by the necessity of distinguishing between different men of the same surname.

(b) Perfect uniformity in the system is not essential even throughout the same series. If the title of the book begins with the subject word and contains in addition other information of interest or value it might be written, for example: Froebel and education by self-activity; by H. C. Bowen. If in a series which was arranged by subject a book appeared whose title did not lend itself readily to the treatment, the subject word might be supplied followed by a colon and the actual title of the book, with the name of the author, but subject treatment should not be adopted for series in which there was likelihood of uncertainty as to the subject word, as would often be the case with series in science, sociology etc.

Probably subject arrangement would seldom be advisable except when the entry word was regularly the name of a person or place.

If any information is actually *supplied* it should be bracketed but brackets need not be used to indicate rearrangement of words (e. g. the inversion of a subject name) and ... need not be used to indicate omissions. Even when the arrangement is by subject the entry word is regarded as title (even if supplied) and is written in black.

(c) For excellent suggestive examples of arrangement see in
A. L. A. catalog:

- American commonwealths
- American history series
- American philanthropy of the 19th century
- English men of action
- Heroes of the nations
- Story of the nations

but for punctuation and for details to be included follow directions above.

c Editor reference. See sample cards under 74a. If a series has more than one editor make a separate and independent reference for each.

d Tracing. Contrary to the general rule that reference cards are not traced on catalog cards, since the editor reference is to a *special* series card it is best to trace these references on the back of the series cards, prefixing x to indicate reference instead of entry. Similarly references should be traced from the title to the editor of a series when the series card is made under the personal name, also references from one form of title to another.

e Title-page checks. (), meaning to be omitted from the title on all cards, are to be disregarded for the author's name on series cards arranged by subject, where the author's name in the title takes the place of the author heading.

Sample cards

1 Main card for one of a series

(Volume number retained in series note)

613.7	Lagrange, Fernand,	M.D.	
L17	Physiology of	bodily exercise.	N.Y.
	Appleton, 1905.	395p. 19.5cm.	(Inter-
	national scientific ser. v.66)		

2 Series card, without editor

(Shows position of volume numbers)

International scientific series.

613.7 L17	v.66	Lagrange, Fernand, M.D.	Physiology of bodily exercise.	1905.
581 H52	v.63	Henslow, Rev. George.	Origin of floral structures.	1888.
523.7 Y69	v.34	Young, C.A.	The sun.	1893.

3 Main card for one of a series

975.5 C77	Cooke, John Esten. Virginia . . . 523p.map, 18cm.	Bost. Houghton, 1884, ('83) (American commonwealths)
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4 Series card, with editor

American commonwealths; ed. by H. E. Scudder.

975.5 C77	Virginia; by J. E. Cooke.	1884.
974.7 R64	New York; by E. H. Roberts. 2v.	1904.
977.4 C77	Michigan; by T. M. Cooley.	1890.

For samples of editor reference see under 74a.

5 *Series entry for works all by the same author, a separate main card being made for each work*

Our own land series ; by E. T. Tomlinson.

T659y	Four boys in the Yellowstone.	[^c 1906]
T659c	Four boys in the land of cotton.	[^c 1907]
T659m	Four boys on the Mississippi	[^c 1908]
T659f	Four boys and a fortune.	[^c 1910]

6 *Reference from name of author to title of series*

Tomlinson, Everett Titsworth.

Our own land series.

**Books in this series will be found in this
catalog under the heading**

Our own land series.

CONTENTS

75 When given. Give contents of books containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them. *A. L. A. rules*, 167.

76 Where given. When brief, give on the main card and all subject cards; in other cases give on the cards where most useful. When not given on both main card and subject cards refer from the cards where the contents are not given to the card or cards where they are; e. g. if given on the author card, say on the subject card "For contents see entry under author's name." If contents are given on only the subject cards, say, for example, on the author card "For contents see entry under subject heading CHARITIES. COLLECTIONS or SOCIOLOGY. COLLECTIONS" (adding, in red, to the general part of the direction, the specific headings under which the contents are given).

Rubber stamps for "Contents" and for these general references are desirable, for the sake of distinctness. (See *Cutter*, 348.)

77 Inclusion and form. Generally omit a preface or an introductory chapter unless for some reason specially important. Contents may be taken from the title-page, table of contents, or chapter headings. The wording may be shortened by the omission of unimportant phrases, even at beginning of chapter titles. Do not use ... for omissions. *Usually* omit titles of honor etc. in contents, but use Mrs, as the names or initials following are sometimes those of the writer's husband, not of the writer herself. Sometimes also it is better to use other titles (such as would be given in author headings) if they add weight to the authority, e. g. chapters on military or naval subjects by generals, admirals etc. Titles of nobility are often to be given when they precede the name. The form of personal names should be the one given in that part of the book from which the contents are taken, but may often be shortened; e. g. for *subjects* of chapters the full form (if given in the book) may be used, or secondary fulness, or, in the case of persons so well known that there would be no question as to identity, the surname only. For authors of chapters generally use secondary fulness on the basis of the form in the book, except that for married women it is better to treat the maiden name like given names; i. e. use the initial without (), in order to obtain

uniformity of treatment without the necessity of looking up the names, which would require an expenditure of time not warranted for names where the filing of cards and serious questions of identity were not involved.

When the author's name precedes the title of the chapter leave one-half centimeter between unless the author's name is followed by a personal title, in which case one-half centimeter should be left between the name and personal title and a centimeter before the title of the chapter.

78 Arrangement. The paragraph arrangement recommended by the *A. L. A. rules* has the advantage of compactness, but the advantage of distinctness is on the side of arrangement in columns, this advantage often being increased by an alphabetic arrangement by authors, by subjects, or by titles when distinctive (as in a volume of short stories). Even when the order of chapters in the book is followed and the contents are arranged by title the result is much clearer if a separate line is given to each title when at all distinctive. The column arrangement is therefore in general to be preferred, specially for manuscript or typewritten work. It is particularly valuable for sets of works like Shakspeare or Scott, when covering many volumes, as, by alphabetic arrangement, it enables the reader to find readily any desired title with the number of the volume in which it is published, e. g.

822.33	Shakspeare, William.	
J	Works; ed. by W. A. Wright.	N.Y.
	Macmillan, 1894-95.	9v. 23.5cm. (Cam-
	bridge Shakspeare)	
	Contents	
	v. 3 All's well that ends well.	
	v. 8 Antony and Cleopatra.	
	v. 2 As you like it.	
	v. 1 Comedy of errors.	
	v. 6 Coriolanus.	
	v. 8 Cymbeline.	
	etc.	

For paragraph arrangement for the same set see *A. L. A. catalog*, pt 1, p. 221.

79 Position. Generally omitting one line after the collation or series note, but on the line following any miscellaneous notes which

79-81

may be given, stamp the word *Contents*, at the second indention. Begin the statement of the contents on the line following the word.

If the omission of a line would necessitate the use of a second card for contents which might otherwise be wholly entered on the first card, the word *Contents* should preferably be given on the line immediately following the collation or series note.

The use of a rubber stamp for the word *Contents* has the advantage over handwriting or typewriting in that it makes the term more conspicuous. If the word *Contents* is written by hand or by typewriter, it should be followed by a colon.

80 Indention. When paragraph arrangement is used begin at the second indention, coming back to the first indention for subsequent lines.

When column arrangement is used begin each item of the contents at the second indention. For subsequent lines indent one-half centimeter further, to make the beginning of each item stand out more clearly.

In paragraph arrangement the volume numbers etc. are included as a part of the paragraph; in column arrangement they are written between the vertical lines. An intermediate treatment is to regard the contents of each volume as a single item, placing the volume number between the vertical lines and keeping the contents of that volume at the inner ruling. With this treatment the further one-half centimeter indention is not of value, as the volume number is the feature of the division.

81 Punctuation. For illustrations of punctuation see the following samples.

Samples

- 1 Work by a single author in one volume; alphabeted by title in a column**

D263e	Davis, Richard Harding. (The) exiles, and other stories. . . N.Y. Harper, 1903 (1894) 221p. pl. port. 20cm.
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Contents

An anonymous letter.
The boy orator of Zepata City.
The exiles.
His bad angel.
The right of way.
The romance in the life of Hefvy Burke.
The writing on the wall.

2 Same; paragraph arrangement in the order of the book

D263e Davis, Richard Harding.
(The) exiles, and other stories... N.Y.
Harper, 1903; 1894 221p. pl. port. 20cm.

Contents

The exiles; The writing on the wall; The right of way; His bad angel; The boy orator of Zepata City; The romance in the life of Hefty Burke; An anonymous letter.

3 Work by a single author, in two volumes; column arrangement, regarding the contents of each volume as a single item

301 SOCIOLOGY.
S93 Stuckenberg, J.H.W.
Sociology, the science of human society.
N.Y. Putnam, 1903. 2v. 22cm.

Contents

v.1 Definition; Relation of sociology to the special social sciences; Nature of society; Social evolution.
v.2 Three great eras of social evolution; Sociological ethics.

4 Same work; paragraph arrangement

301 SOCIOLOGY.
S93 Stuckenberg, J.H.W.
Sociology, the science of human society.
N.Y. Putnam, 1903. 2v. 22cm.

Contents

v. 1: Definition; Relation of sociology to the special social sciences; Nature of society; Social evolution. v. 2: Three great eras of social evolution; Sociological ethics.

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5 Work in one volume by more than one author; column arrangement;
 alphabeted by authors

104
 S93

PHILOSOPHY. ADDRESSES, ESSAYS, LECTURES.
 Sturt, H.(C.) ed.
 Personal idealism: philosophical essays by
 eight members of the University of Oxford.
 Lond. Macmillan, 1902. 393p.23cm.

Contents

Bussell, F.W. The future of ethics, effort
 or abstention?

Gibson, W.R.B. The problem of freedom in
 its relation to psychology.



See next card

2

104
 S93

Marett, R.R. Origin and validity in ethics.
 Rashdall, Hastings. Personality, human and
 divine.
 Schiller, F.C.S. Axioms as postulates.
 Stout, G.F. Error.
 Sturt, Henry. Art and personality.
 Underhill, G.E. The limits of evolution.

6 Same work; paragraph arrangement

104 PHILOSOPHY. ADDRESSES, ESSAYS, LECTURES.
S93 Sturt, H.[C.] ed.
Personal idealism: philosophical essays by
eight members of the University of Oxford.
Lond. Macmillan, 1902. 393p.23cm.

Contents

Error, by G. F. Stout; Axioms as postulates,
by F.C.S.Schiller; The problem of freedom in its
relation to psychology, by W.R.B.Gibson; The
limits of evolution, by G. E. Underhill; Origin and



See next card

2

104 validity in ethics, by R. R. Marett; Art and per-
S93 sonality, by Henry Sturt; The future of ethics,
effort or abstention? by F.W.Bussell; Personality,
human and divine, by Hastings Rashdall.

7 Work in more than one volume by more than one author; column arrangement

428
M91 Mother tongue, book 1-3. Bost. Ginn,
1900-02. 3v. 19cm.

Contents

bk 1 Arnold, S.L. and Kittredge, G.L. Lessons
in speaking, reading and writing English.
bk 2 Kittredge, G.L. and Arnold, S.L. Elemen-
tary English grammar.
bk 3 Gardiner, J.H., Kittredge, G.L. and Arnold,
S.L. Elements of English composition.

8 Same work; paragraph arrangement

428

M91

Mother tongue, book 1-3. Bost. Ginn,
1900-02. 3v. 19cm.

Contents

bk 1: Lessons in speaking, reading and writing English, by S.L.Arnold and G.L.Kittredge. bk 2: Elementary English grammar, by G.L.Kittredge and S. L. Arnold. bk 3: Elements of English composition, by J. H. Gardiner, G. L. Kittredge and S. L. Arnold.

82 Substitutes for contents. *a In title.* If contents are given on the title-page as a part of the title and are not too long they may often be given in the same way on the cards instead of as a separate item; e. g.

304

G54

Gladden, Washington, D. D.
Social facts and forces: the factory, the labor union, the corporation, the railway, the city, the church. N.Y. Putnam, 1897. 235p. 19.5cm.

b In general note. When authors are well known but chapter headings do not add materially to the knowledge concerning the contents of the book, the important part of the information may be given in a note, in some such form as: With chapters by Charles Darwin, John Fiske and T. H. Huxley.

When there are too many authors to be named give a selection of the most important "and others."

c Condensed. Another method of condensing contents in a note may be illustrated by Carlyle's *Heroes and hero-worship*, where the chapter headings begin with the same phrase, e. g. The hero as divinity: Odin; The hero as prophet: Mahomet; The hero as poet: Dante, Shakspeare; etc. This may be given in a note; as, Six lectures delivered in 1840, treating of the hero as divinity (Odin), prophet (Mahomet), poet (Dante, Shakspeare), etc.

INCOMPLETE WORKS

83 How received. Incomplete works may come into a library in various ways, sometimes through the gift of sets of which one or more volumes are lacking, most frequently through the publication of a work in volumes or parts issued at more or less regular intervals.

Periodicals and similar publications, which are planned to continue indefinitely, will be taken up later, the present treatment being only for books which have certain definite limits.

84 Information liable to change. The distinctive feature in the treatment of incomplete works is the use of pencil in recording any information which is liable to change, such changes occurring most frequently in the imprint date and the statement of volumes.

If the library has the larger part of a set, including the first and last volumes, it will generally be best to catalog the set as though it were complete, adding a note in pencil of the missing volumes, e. g. for a set of 17 volumes, of which v. 3-4, 8 and 11 are lacking, give 17v. in the collation and add in a pencil note, Wanting: v. 3-4, 8, 11. Such notes should always be in pencil, in order that they may be easily erased when no longer needed. If in a set of 17 volumes v. 3-4 and 17 were lacking it would be better to give in the collation *in pencil*, in the volume place, v. 1-2, 5-16, using pencil also for the last imprint date, as the date of the last volume when published might differ. If all the volumes in the library at the time of cataloging have the same imprint date, sufficient space should be left after this date on the card to allow for an additional date if necessary. If the first volume of the set is lacking, the first imprint date or the last one or two figures of this date should be in pencil unless it is known that v. 1 was published in that year, similar treatment being followed for the last date when the last volume is lacking.

For a work in process of publication it is well to give in a pencil note the number of volumes which is expected to constitute the entire set; as, Designed to be complete in 8v.

85 Added entries. On added entry cards the use of pencil should correspond to that on the main card, for imprint date and volume numbers. Also the pencil note should be given for missing volumes if the set is cataloged as though complete.

86 Contents. Contents in incomplete works are more often important than in complete; e. g. if a cyclopedia in process of publication has appeared only as far as M it is convenient for the

86a-b

reader who wants something in R to have the facts given him on the card. In such a case the simplest form is a pencil note, e. g. v. 1-4, A-M. In such a work as Murray's *New English dictionary*, which comes out in irregular parts as they are finished, a more detailed statement is necessary, e. g. in the collation, in pencil, v. 1-5; v. 6, pt 1-4; v. 7, pt 1-2; v. 8, pt 1; with a pencil note in the form of contents:

- v. 1-5 A-K.
- v. 6, pt 1-4 L-Lock.
- v. 7, pt 1-2 O-Outing.
- v. 8, pt 1 Q.

a Alphabetic contents. In works arranged alphabetically such notes may generally be given in pencil since they will seldom be needed after the set is finished, but occasionally a set ceases publication before completion and in such cases the facts should be given in ink, e. g. for Sabin's *Dictionary of books relating to America*, the collation in ink would give, v. 1-19; v. 20, p. 1-196; with a note in ink: Ends with Henry Smith.

b Chronologic contents. With histories and other books arranged chronologically the period covered by the different volumes is more apt to be of permanent value than an alphabetic section of a cyclopedia, and therefore the contents may often, to advantage, be given in ink, separately for each volume unless these are too numerous, leaving space for missing volumes, but if the volumes are numerous and are coming out in regular order the contents may be condensed and given as a note on the plan suggested above for cyclopedias; e. g. in the case of Evans's *American bibliography* the volume statement in the collation should be given in pencil as v. 1-6. The contents may be given in ink for each volume as

Contents

- v. 1 1639-1729.
- v. 2 1730-1750.
- v. 3 1751-1764.
- v. 4 1765-1773.
- v. 5 1774-1778.
- v. 6 1779-1785.

or it may be given in pencil as a note, e. g.

- v. 1-6 1639-1785.

c Contents on both author and subject cards. In incomplete works the contents are more likely than in complete works to be of equal value on both the author and the subject cards, as the reader may be looking under the author's name for the special book or under the subject heading to see just what the library has on the subject.

Sample cards

1 Main card; v. 1 missing

(In this and following cards, italics indicate the use of pencil.)

828	Wordsworth, William.
W926	Prose works...ed...by A. B. Grosart...
	Lond. Moxon, 1876. <i>v. 2-3, 22.5cm.</i>
	Contents
	v. 2 Aesthetical and literary.
	v. 3 Critical and ethical.

2 Editor card for same

828	Grosart, Alexander B(alloch)	D.D.
W926	ed.	
	Wordsworth, William.	
	Prose works. 1876.	<i>v. 2-3.</i>

3 Main card; v. 2 missing

828	Wordsworth, William.
W926	Prose works...ed...by A. B. Grosart...
	Lond. Moxon, 1875-76. <i>3v. 22.5cm.</i>
	Contents
	v. 1 Political and ethical.
	v. 2 <i>Wanting.</i>
	v. 3 Critical and ethical.

4 Editor card for same

828 W926	Grosart, Alexander B[alloch] ed. Wordsworth, William. Prose works. 1875-76. <i>v. 2 wanting.</i>	D.D. 3v.
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PSEUDONYMS AND OTHER PEN NAMES

87 Definition of pseudonym. See *A. L. A. rules*, pref. p. 15, and *Cutter*, p. 21.

88 Entry. Read *A. L. A. rules*, 38, and *Cutter*, 7, 97, 204-5, but for class work follow the directions given below.

a Choice of heading. Enter under the best known form, whether pseudonym or real name. In case of doubt use the real name, as it will probably tend to become more familiar.

b Entry under pseudonym. If the entry is made under the pseudonym write the name according to the rules for entry under an author's real name, except that all titles of honor etc. used in the pseudonym should be included on the cards, even though they are such as would not ordinarily be used in author headings. One centimeter after the name and any personal titles which may be used write the abbreviation "pseud."

Do not give the real name in the heading, as it seems doubtful whether to the person who looks under the pseudonym the real name is of sufficient interest to justify the extra work of writing it on all cards. For a writer of whose works the library is likely to have a large number, and in other cases when convenient, a guide card giving the facts may well be used at the beginning of the works, e. g. Craddock, Charles Egbert, pseud. of Mary Noailles Murfree. As the guide card is written only once both pseudonym and real name should be written in full.

Probably to readers looking under the pseudonym the real name would be of less value than to the users of the other cards for the same book, and if in any library it is found that on any of the cards the real name is of value it should regularly be added on all cards for that author, using for the real name the secondary fulness, not inverted, with personal titles; e. g. on the main card:

Craddock, Charles Egbert, pseud. of M.N.Murfree.

on added entry cards:

(The) storm centre: a novel.

1905.

Craddock, C. E. pseud. of M.N.Murfree.

Probably, however, if the real name was well enough known to add to the value of the cards the entry would be made under the real name instead of under the pseudonym.

c Entry under real name. When a book published under a pseudonym is entered under the real name do not add the pseudonym in the heading but give it as a part of the title, not inverted, using the same fulness as on the title-page, with titles of honor etc.

88c-89

retaining even those which would not be used in headings for real names. Add [pseud.] in the book title, after the name with its personal titles, to explain the relation to the author heading.

The objection to adding the pseudonym in the heading is that while the headings for all the books of an author should be uniform, sometimes the same author publishes some books under one pseudonym, some books under another and some books under his own name. The inclusion, in the title, of a pseudonym used on the title-page of that special book or edition represents the facts more exactly.

d Both real name and pseudonym on title-page. Sometimes both the real name and the pseudonym are given on the title-page. In such cases enter under the real name. Include the pseudonym in the title if it is given conspicuously on the title-page but not if it is given in small type, subordinate to the real name and merely intended to identify the author with the writer of other books published under the pseudonym.

e Double entry. A possible treatment for all authors or for very prominent authors is to make double entry; i. e. main entry under the real name, with a brief entry, one line to a title, under the pseudonym, with results resembling a series card; e. g. main entries for George Sand's books might be made under her real name, Dudevant, Mme Amantine Lucile Aurore (Dupin), with brief added entries under the pseudonym; e. g.

	Sand, George,	pseud.
D845m	Mauprat.	1898.
D845b	The bagpipes.	1900.
D845s	The snow man.	[1870-98]

89 Name references. Whether the entry is made under the pseudonym or under the real name, a reference should be made from the unused form to the form used; e. g.

Murfree, Mary Noailles,	see
Craddock, Charles Egbert,	pseud.
Twain, Mark,	pseud. see
Clemens, Samuel Langhorne.	

If a pseudonym is likely to be looked for under the first as well as under the last part, a reference from the former also should be made; e. g. it might be thought desirable to say in addition to the reference above:

Mark Twain, pseud. see
Clemens, Samuel Langhorne.

If preferred, a longer form, corresponding to the alternative for "see" subject references, may be used; as,

Murfree, Mary Noailles.

**Books by this author will be found in this
catalog under the heading**

Craddock, Charles Egbert, pseud..

90 Title cards. Title cards should regularly be made for books published under pseudonyms, i. e. those books in which the pseudonym alone represents the author on the title-page, or those books in which both pseudonym and real name are given but the pseudonym is more prominent. This rule includes books of which the titles are not distinctive and for which title cards would not ordinarily be made, but the following classes may be excepted:

a Individual biographies whose titles begin with either the surname or the forenames of the biographee, the subject card for the biographee being sufficient.

b Other books where the first word of the title would be the entry word of the subject heading, unless this word would introduce so many entries that the title as such would be likely to be overlooked.

c Other books whose titles begin with a personal name under which some other added entry is made, e.g. the name of an editor: as, *Woodfall's Junius*.

91 Pen names which are parts of real names. *a Heading and reference.* If a writer publishes his books under a part of his real name it can not properly be called a fictitious name and therefore should not be labeled "pseud." but reference should be made as in the case of pseudonyms from the form not used for entry to the one preferred, the entry generally being under the full name.

b Name in title. If the pen name appears as a part of the author heading it is unnecessary to repeat it in the title of the book.

91c-92

c Title cards. Title cards should be made as in the case of pseudonymous books.

92 Sobriquets, nicknames etc. Follow *A. L. A. rules*, 39.

Sample cards**1 Author card for book entered under pseudonym, real name not known**

808.8	Clotho,	pseud.	comp.	
C64	Prosit: a book of toasts...			San Fran.
	Elder [c1904]	134p.20cm.		

2 Subject card for same

808.8	TOASTS.			
C64	Clotho,	pseud.	comp.	
	Prosit: a book of toasts...			San Fran.
	Elder [c1904]	134p.20cm.		

3 Title card for same

808.8	Prosit: a book of toasts.		[c1904]
C64	Clotho,	pseud.	comp.

4 Author card for book published under pseudonym but entered under real name

817	[Clemens, Samuel Langhorne]		
C625t	(A) tramp abroad, by Mark Twain [pseud.]...		
	N.Y. Harper [c1879-99]	2v. in 1, pl. 20.5cm.	

5 Title card for same

817	(A) tramp abroad.		[c1879-99]
C625t	[Clemens, S. L.]		

6 Reference card

Twain, Mark, pseud. see
Clemens, Samuel Langhorne.

(or) 7

Twain, Mark, pseud.
**Books by this author will be found in this
catalog under the heading**
Clemens, Samuel Langhorne.

8 Author card for book entered under pseudonym

H682r Hobbes, John Oliver, pseud.
 Robert Orange. N.Y. Stokes[^c1899]
341p. 19cm.

9 Title card for same

H682r Robert Orange. [^c1899]
 Hobbes, J. O. pseud.

10 Reference card

Craigie, Mrs Pearl Mary Teresa (Richards)
see
Hobbes, John Oliver, pseud.

(or) II

Craigie, Mrs Pearl Mary Teresa (Richards)

**Books by this author will be found in this
catalog under the heading**

Hobbes, John Oliver, pseud.

INITIALS

93 Author's name known. If a book is published under initials but the author's name is known make the main entry as usual under his name, bracketing the parts of the name which are supplied.

Make two references to the name:

a From the initials in title-page order; e. g.

A. L. O. E. see

Tucker, Charlotte Maria.

b From the initials arranged with the last of the initials as given on the title-page, written first on the cards; e. g.

E., A. L. O. see

Tucker, Charlotte Maria.

For alternative forms see samples below.

94 Author's name unknown. Read *A. L. A. rules*, 115, and *Cutter*, 96, making the main entry for the book (when the author's name is not known) under the initials inverted, as directed by *Cutter*. Make a reference to the inverted arrangement of initials used as a heading, from the initials in title-page order. Leave a space after any initial on any card, where the name would be written out if known, on the principle observed in leaving space on cards where for an author's forenames only the initials are known (see sample cards below).

If the author's name is found later fill it in on the cards already made, according to the regular rules for author and secondary fulness. In addition to the reference made from the initials in title-page order, make a reference from the initials with the last of the title-page initials written first, corresponding to the order in which they were written on the original main entry. In the group of initials *from which* reference is made it is unnecessary to leave space between the initials, as the names are not to be filled in.

95 Title cards. Title cards are to be made for books published under initials, asterisks etc. according to the directions for pseudonymous books, section 90.

Sample cards**1 Main card for book published under initials, name found**

365 N52	N ₁ evill ₁ , Lord W ₁ illiam ₁ B ₁ eauchamp ₁ Penal servitude. N.Y. Putnam, 1903. 308p. 19.5cm.
------------	--

2 Subject card for same

365 N52	PRISONS. N ₁ evill ₁ , Lord W.B. Penal servitude. N.Y. Putnam, 1903. 308p. 19.5cm.
------------	---

3 Title card for same

365 N52	Penal servitude. 1903. N ₁ evill ₁ , Lord W.B.
------------	---

4-7 Reference cards

W.B.N. see
 Nevill, Lord William Beauchamp.

(or) 5

W.B.N.
To be found in this catalog under
 Nevill, Lord William Beauchamp.

(also) 6

N., W.B. see
Nevill, Lord William Beauchamp.

(or) 7

N., W.B.

To be found in this catalog under
Nevill, Lord William Beauchamp.

8 Main card for book published under initials, name not found

811 C., E. H.
C (The) chaplet: a collection of poems...
ed. by H.D.Moore. Phil. Wilson, 1846.
12op.20cm.

9 Title card for same

811 (The) chaplet: a collection of poems.
C 1846.
C., E.H.

10 Editor card for same

811 Moore, H. D. ed.
C C., E.H.
 (The) chaplet: a collection of poems.
1846.

11 Reference card

C.,	E.H.C.	see	
	E.		H.

(or) 12

E.H.C.

	To be found in this catalog under		
C.,	E.		H.

ANONYMOUS BOOKS

96 Definition. See *A. L. A. rules*, pref. p. 13, and *Cutter*, p. 13, noting the words "in the title."

97 Treatment. See *A. L. A. rules*, 112-13, 116; read also *Cutter*, 120-22, but for class work follow *A. L. A.* except for some slight variations included in the directions below.

a Author known. The treatment of an anonymous book whose author is known does not differ in the form of the cards from the treatment of books from the beginning of the course, the main entry being made under the author's name and such parts of the name bracketed as are not given in the title of the book, in the case of anonymous books the brackets being placed around the *entire* name.

Exception: For sacred books, anonymous classics and corporate headings, to be treated later, brackets are not used to show that the name is not given in the title of the book.

(1) Identifying phrases. Phrases in the title of the book, identifying the author, may be included or omitted from the title on the cards for books of which the author is known, according to the cataloger's judgment as to their importance. Although these phrases represent the author's name and information about the author, it is better to use ... to indicate their omission either wholly or in part.

(2) Title cards. Title cards should be made in all cases.

When the author's name is not in the title of the first volume of a set, but is in that of one of the other volumes, make both author and title entries but do not inclose the author's name in brackets.

b Author unknown. (1) Main entry. The treatment of anonymous books for which the author is not known does not differ in principle from that in previous work. Since the author's name is unknown it is obviously impossible to make the main entry under his name, but the top line, being the regular place for his name, is left blank (except for the call number) in order that the name may be filled in later if found. The title is written in its regular place on the second line, beginning at the second indention, and as this is the main card, the regular rules for title, imprint and collation for main cards are followed, accession numbers and tracing being given on the back.

(2) Added entries. Added entry cards; i. e. for subjects, editors etc. are made as usual, leaving a blank line in the regular place for the author's name, *except* on series cards and inside the () in analytics (to be taken up later).

97b(3)-c

(3) Identifying phrases. Phrases in the title of the book, furnishing a clue to the identity of the author, should be included on the cards for books of which the author is not found; e. g. "by a member of Congress", "by the author of —". If several books are mentioned as the work of the author, only the first or the best known need be given on the cards, the other titles being represented by ...

(4) Author found after book is cataloged. If the anonymous book is first cataloged without the author's name and the name is afterwards found, this name should be filled in, in its regular place on all cards, following the regular rules for author and secondary fulness.

(5) Title cards. As the main card for an anonymous book with the author not found is filed under its title no other title card is necessary but if the author is later found and filled in, a new card in the regular form for a title card should be made.

c Anonymous books—By the author of. See *A. L. A. rules*, 114. The added entries under the title referred to should be in the form of a series card, one title to a line as suggested for pseudonyms under section 88e; e. g. supposing that the author of *Elizabeth and her German garden* was unknown, we might have such an added entry card as

	Elizabeth and her German garden,	Author of.
E43a	Adventures of Elizabeth in Rügen.	1904.
E43p	Princess Priscilla's fortnight.	1905.
E43e	Elizabeth and her German garden.	1900.
E43b	The benefactress.	1901.

making the main entry for each book under its own title with the note:

For other works by the same author see
Elizabeth and her German garden, Author of.

While the added entry is to be made in each case for books falling under this rule the note should not be given until other books are listed under the same added entry heading.

d Reference from well-known titles. Occasionally in the case of authors who have been identified but who have published many of their books under a phrase identifying them with a special title a reference from this title may be convenient, if the book itself is not in the library; as,

Schönberg-Cotta family,	Author of,
see	
Charles, Mrs Elizabeth (Rundle).	

COLLECTIONS UNDER TITLE

98 Main entry. When articles written separately by several authors are published together under a collective title but there is no recognized editor or editing body or compiler, treat as an anonymous book, author unknown, leaving a blank line in the place for the author's name, even though it is certain that no name will ever be filled in.

Since these books are not numerous it is more convenient to treat them like books for which there is prospect of filling in the name. These books are not to be confused with cases of joint authorship, where the work of each individual is generally not specified and the authors have worked with a view to a combined result.

a Authors' names mentioned. For such collective works the names of the several authors may be given in the title, in a note or in contents, on the main card or subject card or both, according to the judgment of the cataloger. It is not necessary to use the same form on both main and subject cards, e. g. the authors' names might be given in the title or a note on the main card and in contents on the subject card but the main card and generally the subject card should give either a complete or a partial list of the authors unless these are very numerous. In the case of a partial list the name of the first author should be mentioned and such others as seem specially important, the remaining authors being represented by the phrase "and others."

If the names of the authors are given on the title-page of the book and omitted either wholly or in part from the title on cards the omissions (except for shortening to secondary fullness) should be indicated by ... In the title use secondary fullness on the basis of the form in the book except for married women, for whom it is better to treat the maiden name like given names; i. e. initial without (). If the phrase "and others" is *supplied* in the *title* it should be bracketed. If a partial list of authors is given in a *note*, ... need not there be used for the omissions, nor brackets placed around the phrase "and others."

b Example of a book by several authors, to be cataloged under collective title. The illustration represents the arrangement of the lines on the title-page, not that on the card.

BRITON AND BOER

BOTH SIDES OF THE SOUTH
AFRICAN QUESTION

BY

RIGHT HON. JAMES BRYCE, M.P.
SYDNEY BROOKS; A DIPLOMAT
DR. F. V. ENGELBURG; KARL BLIND
ANDREW CARNEGIE; FRANCIS
CHARMES; DEMETRIUS C. BOULGER
MAX NORDAU

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THE NORTH AMERICAN REVIEW

PARTIAL TITLES; BINDER'S TITLES, COVER TITLES,
HALF-TITLES, OR RUNNING TITLES; CHANGED
TITLES; TRANSLATIONS UNDER DIFFERENT TITLES

Title cards under any of these specifications may be made either in place of or in addition to usual title cards, when sufficiently different from the title-page title, if the extra titles are such as are likely to be remembered and looked for, except when, as in the case of ordinary titles, a subject entry answers the need.

99 Partial title. *a Definition.* A catch title consisting of only a part of the title as given on the title-page, but applied only when the shortening consists in the omission of words which would be retained on a regular title card if made. Occasionally the partial title is a shortened form beginning like the full title (e. g. partial title *Saints' rest*, full title *Saints' everlasting rest*) but more often it is a phrase which omits the first words of the full title; it may or may not be a subtitle or alternative title.

b Form of entry. The entry consists of the call number in its usual place; the partial title on the top line (written without ... and without the date or number of volumes) beginning at the second indention but indented one-half centimeter further if it runs over the line; the author's name on the next line, in secondary fulness, beginning at the outer indention but for subsequent lines indented one-half centimeter to the right of the second vertical line; the title as given on the title-page on the next line, second indention, taking outer indention for subsequent lines; imprint date or its substitute; number of volumes if more than one. For the fuller title given after the author's name ... are to be used as on ordinary title or editor cards. A short title may be used but it should be long enough to include the partial title; e. g.

K14t

Ten weeks with a circus.

{Kaler}, J. O.

Toby Tyler; or, Ten weeks with a circus.

{c1881}

A567e (The) seven little sisters prove their sister-
 hood.
 Andrews, Jane.
 Each and all: the seven little sisters prove
 their sisterhood. [c1877-1905]

For class work the full form of partial title card is to be used, but in libraries which do not aim at bibliographic exactness it will often be sufficient to make a card with the appearance of a regular title card, giving the call number, catch title with the date, number of volumes when more than one, and author's name, omitting the fuller title, but this method should not be used for the other title modifications treated below.

c Tracing. As the partial titles are added entries, they should be traced on the main cards, the word under which the entry is made being specified when the catch phrase is not perfectly obvious.

100 Binder's titles, Cover titles, Half-titles, or Running titles.

a Definitions. See *A. L. A. rules*, pref. p. 13-16.

b Form of entry. When any of these forms is merely a shortening of the title given on the title-page, the partial title form is generally to be preferred, as it is slightly simpler and would remain true (which would not always be the case with binder's or cover titles) when books were rebound. When special titles can not properly be regarded as partial titles they should be noted on the main card and subject cards and should, in the heading on the special title cards, be followed by a comma and, at a distance of one centimeter, by the phrase "binder's title of", "cover title of", "half-title of", or "running title of", the remainder of the card being like that for the partial title; e. g.

Main card

973.24 Freeman, Frederick.
 F85 Civilization and barbarism; illustrated by
 especal reference to Metacomet and the extinc-
 tion of his race. Camb. [Mass.] printed for
 the author, 1878. 186p.21.5cm.

Cover title: The aborigines, 1620 and after.

Cover title

973.24 F85	(The) aborigines, 1620 and after, title of Freeman, Frederick. Civilization and barbarism; illustrated by especial reference to Metacomet and the extinc- tion of his race. 1878.	cover
---------------	--	-------

As in the case of partial title cards, ... and date and number of volumes when more than one are not used with the special title but are used with the real title as taken from the title-page, according to the rules for added short-entry cards.

101 Changed titles. See *A. L. A. rules*, 1;3.

a Varieties. Changed titles may include:

- (1) Books reprinted with no change except in the title
- (2) Books rewritten by the author
- (3) Books abridged by the author
- (4) Different translations of the same work under different titles

1 Sample of treatment, both titles in the library

H644a	Hildreth, Richard. Archy Moore, the white slave; or, Memoirs of a fugitive... N.Y. Miller, 1855. 408p. pl.19cm.
-------	--

Also published under title: The white slave
(call no. H644w)

H644w	[Hildreth, Richard] (The) white slave; or, Memoirs of a fugi- tive... Bost. Tappan, 1852. 408p. pl.19cm.
-------	--

Also published under title: Archy Moore
(call no. H644a)

In such cases the regular title cards would be made as usual except for the addition of the note.

2 Treatment for same book, first title only in library

H644a Hildreth, Richard.
 Archy Moore, the white slave; or, Memoirs
 of a fugitive. . . N.Y. Miller, 1855. 408p.
 pl. 19cm.

Also published under title: The white slave.

H644a Archy Moore, the white slave. 1855.
 Hildreth, Richard.

Also published under title: The white slave.

Hildreth, Richard.
 (The) white slave; or, Memoirs of a fugi-
 tive, see his
 Archy Moore. 1855.

Same work published under both titles.

Hildreth, Richard, see his
 Archy Moore. 1855.

Same work published under both titles.

In the reference under the author's name, in case the title referred from, with the words "see his", occupies only one line, the title referred to may be brought back to the outer indention to make it more distinct; e. g.

	Hildreth, Richard.	
	(The) white slave,	see his
H644a	Archy Moore.	1855.

Same work published under both titles.

b Added entries when only one of the titles is in the library.

(1) Title. Reference should regularly be made from the author with the other title, but reference should not be made primarily from the other title unless a title card would be made for the book if in the library.

(2) Subject. If the book is one which calls for a subject card this should include the note regarding the other title but no extra subject card for the other title need be made.

(3) Editor, translator etc. If a card is made for an editor or translator it should not include the note, nor should an extra card for the other title be made under editor or translator *unless* (applying to both these points) the work under the other title is that of the same editor or translator.

c Notes. Generally the information regarding the different titles is best given in a note, but if it is given in the title on the title-page, it may be retained there and the note omitted.

Notes should give as exact information as the cataloger's knowledge warrants; e. g. Published in England under title:—; Re-written and published under title: —; etc.

d Call numbers. When both titles are in the library the call number for each is given on its own cards in the usual place and the call number for the other is included in the note. When only one title is in the library the call number for that is given on its own cards in the usual place but on the cards for the other title is written in the margin opposite the title to which it belongs.

e Tracing. When both titles are in the library each book is cataloged by itself and the tracing follows the usual rules. When only one of the titles is in the library the cards for the other (although in form they are reference cards) are practically added entries for the first title and therefore should be traced on the back of its main card; e. g.

Extra card for Hildreth

Extra t

102 Translations under different titles. Treat in general like other changed titles but when convenient give also in a note the title of the original; e. g.

B198r Balzac, Honoré de.
 ... (The) alkahest; or, The house of Claës;
 tr. by K.P.Wormeley. Bost. Roberts, 1890₁'87,
 307p. 19cm.

Translation of *La recherche de l'absolu*, which is also translated under the titles: *The quest of the absolute* (call no. B198r2), and *The alchemist*.

B198r ... (The) alkahest; or, The house of Claës.
 1890.
 Balzac, Honoré de.

Translation of *La recherche de l'absolu*, which is also translated under the titles: *The quest of the absolute* (call no. B198r2), and *The alchemist*.

B198r Wormeley, Katharine Prescott, tr.
 Balzac, Honoré de.
 ... (The) alkahest; or, The house of Claës.
 1890.

Translation of *La recherche de l'absolu*.

B198r2 Balzac, Honoré de.
 ... (The) quest of the absolute...tr. by
 G. B. Ives... Phil. printed for subscribers
 only by Barrie & son [c1899] 307p.pl.21.5cm.
 Translation of *La recherche de l'absolu*,
 which is also translated under the titles: *The al-*
 kahest (call no. B198r), and *The alchemist*.

B198r2 ... (The) quest of the absolute. [c1899]
 Balzac, Honoré de.
 Translation of *La recherche de l'absolu*,
 which is also translated under the titles: *The al-*
 kahest (call no. B198r), and *The alchemist*.

B198r2 Ives, G. B. tr.
 Balzac, Honoré de.
 ... (The) quest of the absolute. [c1899]
 Translation of *La recherche de l'absolu*.

B198r Balzac, Honoré de.
 (The) alchemist, see his
 ... (The) alkahest. 1890.
 or his
 B198r2 ... (The) quest of the absolute. [c1899]
 Translations of the same work: *La recherche*
 de l'absolu.

	(The) alchemist.	
	Balzac, Honoré de,	see his
B198r	... (The) alkahest.	1890.
	or his	
B198r2	... (The) quest of the absolute.	[c1899]

Translations of the same work: La recherche de l'absolu.

a Alternative method. A library having many works of an author, with translations under different titles, might often find it convenient to have the cards for all forms of the work in a single group. This may be done by adding in the upper right corner of the author card (either in black or red) the title of the book in the original, and alphabetizing by this. When this is done, a reference card should be made under the author's name, with the title of the special translation; e. g.

Main card

	(La) recherche de l'absolu.
B198r	Balzac, Honoré de.
	... (The) alkahest; or, The house of Claës; tr.by K.P. Wormeley. Bost. Roberts, 1890, c'871 307p. 19cm.

Translation of La recherche de l'absolu, which is also translated under the titles: The quest of the absolute (call no. B198r2), and The alchemist.

Reference card

(To be arranged under Balzac, according to its own title)

B198r Balzac, Honoré de.
 ... (The) alkahest; or, The house of Claës;
 tr. by K.P.Wormeley.

For full entry for this book see card under
Balzac, arranged by the title of the original work:
(La) recherche de l'absolu.

This reference card bears the call number and should be traced on the main card; e. g. Extra card under Balzac — The alkahest.

ANONYMOUS CLASSICS AND SACRED BOOKS

103 General treatment. See *A. L. A. rules*, 119-20, and *Cutter*, 123-24 and 131-32.

Under the term "anonymous classics" are included epics, national folk tales and some other works whose authors are unknown and which have appeared under various forms of title, either in the original or by translation (e. g. *The Arabian nights' entertainments*, *The thousand and one nights*, *Stories from the Arabian nights*, *Book of the thousand and one nights*, *Tales from the Arabic*, etc.) so that entry under the first word of the title (as for the ordinary anonymous book) would result in the scattering of editions. To prevent this, the name by which, in the cataloger's judgment, the book is best known, is adopted as an author heading and thus treated on all cards. The Bible and similar sacred books are cataloged on the same principle.

For books belonging to these classes brackets are not used in the author headings, even though the form does not appear on the title-page.

Except for the adoption of this substitute for an author heading the cataloging does not differ from previous work. The title is written as on the title-page, even if the first words are the same as in the heading; e. g.

Main card

831	Nibelungenlied.
N571	Nibelungenlied; tr. by W. N. Lettsom, with... introduction by W. H. Carpenter; rev. ed. Lond. Colonial press [1901] 405p.pl.24cm.

Translator card

831	Lettsom, William Nanson,	tr.
N571	Nibelungenlied.	
	Nibelungenlied.	[1901]

Main card

398 M11	Mabinogion. Wonder stories from the Mabinogion; by Edward Brooks. Phil. Penn, 1908. 338p. illus. pl. 19cm.
------------	---

Title card

398 M11	Wonder stories from the Mabinogion. 1908. Mabinogion.
------------	---

Editor card

398 M11	Brooks, Edward, ed. Mabinogion. Wonder stories from the Mabinogion. 1908.
------------	--

a Parts of anonymous classics. If a part of an anonymous classic is published separately, the title of the part should be treated as a subhead of the main title, and reference made from the title of the part alone; e. g. Aladdin, published separately, should be cataloged under the heading: Arabian nights. Aladdin, with a reference from Aladdin, on the plan for cataloging of parts of the Bible, treated below.

b Selected list of headings. The following list of headings will cover some of the most important of these works:

Anglo-Saxon chronicle	Domesday book
Arabian nights	Droplaugarsona saga
Avesta	Edda Saemundar
Beowulf	Edda Snorra Sturlusonar
Bible	Egils saga Skallagrimssonar
Cid	Eyrbyggja saga
Cuchulain	Federalist

Fridthjófs saga hins Fraekna	Mahābhārata
Gesta Romanorum	Merlin
Giolla an fhiugha	Mother Goose
Grettis saga	Nibelungenlied
Gudrun	Njála
Gunnlaugs saga Ormstungu ok Skáld-Hrafn	Ólafs saga Helga
Heliand	Ólafs saga Tryggvasonar
Hitopadésa	Reynard the fox
Kalevala	Roland
Koran	Sturlunga saga
Kormaks saga	Talmud
Laxdaela saga	Thorsteins saga Vikingssonar
Mabinogion	Vedas
	Völsunga saga

c Bible. The treatment for the Bible is the same in principle as for anonymous classics but as libraries are likely to have many editions and many parts published separately, a more detailed heading is generally desirable; i. e.

The Bible or any part of the Bible, including the Apocrypha, is to be entered under the word Bible, with such subdivisions as are necessary; e. g.

- Bible. English. 1830.
- Bible. English. 1870.
- Bible. O.T. Pentateuch.
- Bible. New Testament. English. 1896.
- Bible. New Testament. English. 1904.
- Bible. New Testament. German.
- Bible. N.T. Matthew.
- Bible. N.T. John. English.
- Bible. N.T. John. French.

The subdivisions should be carried out to the specific part of the Bible, the language and imprint date being added in the heading when needed to distinguish.

Some libraries use the language designation in the heading only for foreign languages.

In the case of individual Gospels the word Gospels may be inserted in the heading before the name of the book, but this lengthens the heading without special corresponding advantage.

103c(1)-(5)

(1) Bibles in two languages. For Bibles in two languages give both languages in the heading, mentioning the least familiar first; e. g. Bible. French and English. If neither of the languages is English make an added entry with the languages reversed; e. g. the main entry under Bible. Italian and Latin, with an added entry under Bible. Latin and Italian, in the author position, followed on the next line by a short title, the imprint date and number of volumes if more than one.

(2) Old Testament and New Testament in heading. In the illustrations shown above, Old Testament and New Testament are written out when those parts of the Bible are cataloged as a whole, but when a smaller division, e. g. a single book, is the distinctive item, and the Testament divisions serve chiefly as a convenience in filing the cards, they are abbreviated to O. T. and N. T. both for the purpose of shortening the heading and to make more prominent the distinctive part.

(3) References. References should be made in black from titles of volumes (when the titles are of a general character) and from names of parts of the Bible to the headings used; e. g.

Holy Bible, see
Bible.

(Die) Bibel, see
Bible. German.

Isaiah, Book of, see
Bible. O.T. Isaiah.

or the longer form of reference may be used, as shown in the sample cards, p. 109.

(4) Title entries. Title entries should be made only in very rare cases, i. e. for individual titles likely to be used only for certain editions; e. g. Bay psalm book.

(5) Arrangement. For arrangement of entries under Bible see *A. L. A. rules*, 119. A convenient method of indicating the arrangement is a guide card with some such statement as:

Bible.

The arrangement of entries for text of the Bible or any of its parts or for works regarding the Bible or its parts follows the arrangement of the Bible itself as given below. Headings under which entries have been made are indicated by a *.

This statement should be followed by a list, including, in Biblical order (giving the broader terms before their own divisions, e. g. the Pentateuch before Genesis, Exodus etc.) the headings Bible, Old Testament, New Testament, the names of the separate books and such group terms as are likely to be used, e. g. Pentateuch, Gospels, Epistles, Apocrypha. By making this list complete at first and starting the divisions when first used a summary of the arrangement and also of the headings under which the library has entries may be shown at any time without rewriting the guide card.

The *A. L. A. list of subject headings* gives all the groups of a Testament before any of the separate books of that Testament.

(6) Editor and translator cards. On editor and translator cards the full author heading given on the main card might be used as has been done in previous work, but the value of the detailed heading is in grouping and distinguishing works under the general heading Bible and for the few Bible headings which are likely to be found under an individual editor or translator no such purpose is served. Therefore for class work on editor and translator cards for Biblical text, such subdivisions as are given beyond the part of the Bible treated (i. e. language and date) are to be disregarded, to show the possibility of variation on secondary cards.

(7) Series cards. On such series cards as that for the Modern reader's Bible the titles of the volumes may be omitted when clearly indicated by the author headings. The latter need not be carried out beyond the part of the Bible cataloged, even if more details are given in the heading on the main card.

(8) Capitalization. No authoritative ruling on this point seems to be available but the following suggestions are in line with the examples in the *A. L. A. rules* and with the practice in general on the Library of Congress cards.

Holy Bible	Old Testament
la Sainte Bible	New Testament
Biblical	le Vieux Testament
Holy Scriptures	le Nouveau Testament
die Heilige Schrift	the Gospels
la Volgata	the Book of Exodus

(9) Commentaries. Read *A. L. A. rules*, 13, and *Cutter*, 14-15.

(a) Without text. For commentaries without the text make the main entry under the name of the author of the commentary, with a subject entry under Bible or the special part of the Bible com-

103c(9)-(11)

mented on, parts of the Bible being treated as subheads (on the plan of the author headings) with reference (in black) from the name of the part. The red ink in the subject heading may be regarded as sufficient indication of the subject relation, or a final subhead may be used, e. g. Commentaries; Explanatory works; or Criticism, interpretation etc.

In subject entries, subdivisions for language and date should not be given unless in some very rare instance the criticism should be for a special edition or for the Bible not merely as the Bible but distinctly as the Bible in that special language.

(b) With text. For commentaries with text the main card is made under either the author of the text or the author of the commentary, according to *A. L. A. rules* and *Cutter*, the decision resting on the relative importance of the text and commentary. If of equal importance, enter under the author of the text. Subject entries are made in either case. If the main entry is made under the name of the author of the text, an added entry should be made under the commentator, designated as editor, but if the main entry is made under the name of the commentator, no added entry is needed for the text in its author relation, as that heading is covered by the subject entry. If the title of the book does not make it clear that both text and commentary are included, a note should be added giving the extra information: With text, *or* With commentary.

(10) Paraphrases. A paraphrase is not useful as text and should have the main entry under the author of the paraphrase, and a subject entry under BIBLE, with a subdivision for the special part of the Bible and the final subdivision: PARAPHRASES.

(11) Form entries. A subject entry is not made for text of the Bible, but when the text is in a very unusual language a form entry (having in all respects the appearance of a subject entry) may be made under the name of the language, as shown below under: COPTIC LANGUAGE, WORKS IN.

Sample cards

220.52	Bible. English. 1841.
qB5	Holy Bible...tr. out of the original tongues and with the former translations...compared and revised... Ox. Univ.press,1841. 1232p.26.5cm.

Holy Bible, see
Bible.

(or)

Holy Bible.

To be found in this catalog under
Bible.

223.1 Bible. O.T. Job. Coptic and English.
B5a Ancient Coptic version of the Book of Job
the Just; tr...and ed. by Henry Tattam. Lond.
Straker, 1846. 182p. 23.5cm.

Job, Book of, see
Bible. O.T. Job.

(or)

Job, Book of.

To be found in this catalog under
Bible. O.T. Job.

223.1 COPTIC LANGUAGE, WORKS IN.
B5a Bible. O.T. Job. Coptic and English.
Ancient Coptic version of the Book of Job
the Just; tr...and ed. by Henry Tattam.
Lond. Straker, 1846. 182p. 23.5cm.

223.1 B5a	Tattam, Henry, D.D. tr. and ed. Bible. O.T. Job. Ancient Coptic version of the Book of Job the Just. 1846.
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VOLUMINOUS AUTHORS

104 Definition. This term is adopted to designate authors under whose names many titles are entered, either for different works or for different editions with different titles. A similarity in nature to the anonymous classic exists in the variety in forms of title for the same work, which would result in the separation of different editions of the same work if, under the author's name, the alphabetic arrangement by title was strictly followed.

105 Author heading. For such authors it is a convenience in large catalogs to add as a subhead, after the author's name, in the main entry, the catch title of the book; e. g. for Shakspere's *King Lear*, which might appear under its catch title or under the words "Play of" or "Tragedy of" the various editions could conveniently be grouped under the heading, Shakspere, William. *King Lear*.

This treatment corresponds to that for separate parts of the Bible, which are entered as subheads under the latter heading, e. g. Bible. O.T. Psalms.

Shakspere is used for illustration, as being the writer under whose name the average library would have the most entries for which this method was an advantage, but the treatment is adapted to any author of whose works the library has many titles and is specially valuable for authors whose individual works have been the subject of criticisms or commentaries, as it facilitates the arrangement of the subject entries immediately after the works criticized. This treatment may also well be substituted for that suggested for translations (section 102a), retaining that method for use only when it is desired to add the original title to cards already made.

106 Title entries. When the catch titles of books are included in the author heading, the title entries may be provided for in three ways:

a By a reference to the author heading (as in the case of books of the Bible) e. g.

King Lear, see
Shakspere, William. *King Lear*.

b By a separate title card for each edition in the library.

c By a title card for one edition (generally the first cataloged, though it may sometimes be desirable later to substitute another) with a note referring for other editions to the author heading (see samples below).

1 Editor's name in title. With this third treatment it is desirable to include the editor's name on the title card, in order that the reader who

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wishes a special edition may know at once whether the one at hand is the one desired or whether it is necessary for him to follow up the reference.

2 Full and partial title cards. In large libraries, doing careful bibliographic work, a card for such works as Shakspeare's separate plays may be made for the catch title, and also a first word title entry under each of the other forms appearing on title-pages of editions in the library. In the small, popular library the catch title entry would often be sufficient.

For class work the catch title and first word title entries, should, when different, both be made, according to the samples below, but the note should not be given unless more than one edition of the same play is cataloged.

107 Catch title in author item on title and editor cards. On the title cards it is an almost useless repetition to give the catch title in the author item, and with most editors the same would be true. If, however, the library had many works of the same writer, entered under a certain editor, it might be a convenience to add in the author item on the editor card, the catch title as on the author card, especially if, as in the sample below, in the real title the catch title was considerably hidden by an introductory phrase.

For an alternative treatment of editors see section 157.

Sample cards

Main card

822.33	Shakspeare, ^[William] . King John.
X1r	History of the life and death of King John; ed. with notes by W.J.Rolfe... N.Y. Harper, 1893 ^[c'80] 190p. illus. 17.5cm.

Title card

822.33	History of the life and death of King John;
X1r	ed...by W. J. Rolfe. 1893. Shakspeare, ^[William]

For other editions see entries under heading
Shakspeare, William. King John.

Partial title card

822.33 King John.
X1r Shakspeare,[William]
 History of the life and death of King John;
 ed...by W. J. Rolfe. 1893.

For other editions see entries under heading
Shakspeare, William. King John.

Editor card

822.33 Rolfe, William J[ames] ed.
X1r Shakspeare,[William]
 History of the life and death of King John.
 1893.

ANALYTICS

108 Definition. See *A. L. A. rules*, pref. p. 13, and *Cutter*, p. 22. The term "analytic" is also used for the part of the book for which the analytic entry is made.

109 Scope. See *A. L. A. rules*, 170, and *Cutter*, 193-96 and 275. For the importance of analytics see Hitchler's *Cataloging for small libraries*, p. 4, 19-20, 25-27.

While analytics are commonly made for only authors, subjects and titles, more rarely also they are needed for editors, translators, illustrators etc.

a Author analytic when author of part is different from author of the work as a whole. An author analytic should be made when a part of a book is written by another author than the one under whom the main entry is made, and is likely to be looked for under the name of its own author.

(1) Analytics vs joint authors. Books calling for author analytics are to be distinguished from cases of joint authorship; e. g. analytic treatment should be used for a publication having a common title for the independent work of different authors (see sample card 1 below for Armstrong) or for a publication having the separate titles of the distinct works, each with its own author (sample 3 for Coleridge) or for a work in which is inserted a section by another author than the author of the work as a whole (sample 7 for Keary), the distinction between joint authors and analytics being as to whether the authors worked with a view to producing the combined result (i. e. joint authorship) or whether works written independently have been combined by an editor or publisher or by the author of the inclusive work (i. e. analytics).

(2) Heading for main entry. When the work is one calling for analytic treatment the main entry is to be made under the name of the author first mentioned on the title-page unless (a) there are four or more authors, and the publication as a whole is the work of a compiler or editor under whose name the main entry should be made, or (b) the title of the book is collective but instead of being of a general nature, as *Poems* or *Selections*, is a distinctive title for the special book, adopted to cover the contents; as, *Home building and furnishing; being a combined new edition of "Model houses for little money,"* by *W. L. Price*, and *"Inside of 100 homes,"* by *W. M. Johnson*. In this case the main entry should be under the title, *Home building and furnishing*, with analytics respectively for the separate works by Price and Johnson.

(3) Names of authors in title, contents or note. (a) In cases where the main entry is made under the name of the first author the names of all the authors (including the first) should be retained in the title, not inverted, in secondary fullness on the basis of the title-page form (without professional titles or titles of honor), together with the mention of their works, in the phraseology of the title-page. For the work of the authors, except the first, analytics should be made.

(b) When the main card is made under the name of an editor or compiler or under the title, the names of the individual authors should be given in the title, in a note or in contents; also when the main card is made under the name of an individual author and an author analytic is to be made for a different author whose name is not mentioned in the title or contents on the main card, a note should be given on the main card, justifying the analytic entry (see sample card 7).

b Author analytic when author of part is same as author of the work as a whole. An author analytic should also be made when the author of the part is the same as the author of the work as a whole, if the part is known to have been at any time published separately, *except* that author analytics need not be made (1) for the author's collected works with a general title, as *Works* or *Plays*, (2) for collections of magazine stories etc. when republished in book form under a special title, (3) for an author under whose name the library is likely to have so few entries that the reader would probably look them through, (4) when the title of the part is such as to alphabet in practically the same place as the title of the book as a whole.

Whether author analytics are made for such books or not, contents should, as far as practicable, be indicated in the title or as contents or in a note, on the main card.

c Author of analytic same as editor of book. When the editor of a book is also author of a part of the book his editor card is generally regarded as covering the ground sufficiently to allow the omission of the author analytic for his special part, but if the part of which he is author has been published separately it is sometimes desirable to bring it out as an author analytic.

d Subject analytics. These should be made, if the material is of importance to the library for any reason (read *Cutter, 194, d*), for parts of books when the subjects of the parts are different from the subject of the book as a whole, but not when the subject

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of the part is naturally included in the subject of the whole. Subject treatment may occasionally consist entirely of analytics, no general subject card being made. A subject analytic may be by the author of the book as a whole or by a different author. The subject heading (which does not differ from the ordinary heading on a subject card) should be justified on the analytic card, either by the title of the analytic or by a note.

e Title analytics. These should, as far as practicable, be made for all works forming part of a larger work, when likely to be looked for under their individual titles, whether they are found in a complete or in a partial collection and whether by the author of the main work or by a different author, except that when the title of one of the included works (generally the first) furnishes the entry words for the title of the combined work, a title card in the ordinary form is made without mention of the other titles in the book (see sample card 4).

Title analytics occur most often, though not exclusively, in fiction and drama.

f Editor analytics, etc. Analytics for editors, translators, illustrators etc. are rarely needed but may sometimes be called for, especially in the case of works which have been published separately.

g Combinations. Any or all of these kinds of analytics (i. e. author, subject, title, editor etc.) may be made for the same part of a book, but the making of one of them does not necessarily imply making the others, e. g. an author analytic may be made without a corresponding subject or title analytic, or a subject or title analytic may be made without a corresponding author analytic, but generally a *title* analytic would have a corresponding author analytic if the author was different from that of the main work.

110 Method of treatment. *a Division by plan of paging.* The most convenient division for treatment is on the line of paging. The analytic part is generally paged continuously with the rest of the book but occasionally consists of a separate group of pages.

In some libraries, analytics for continuously paged parts introduce the reference to the main work by the word "see", as "see his Parish problems", and hence are called "see analytics"; while analytics for separately paged parts introduce the reference by the word "in", as "in his Auld lang syne", and are called "in analytics". The distinction is a convenient one for the catalogers in speaking of the analytics but is not evident to the readers,

and in class work the word "in" is to be used for both forms, as is the practice of some catalogers, while others may regularly use the "see". Preface, introduction and appendix pagings are not regarded as independent groups. Analytics contained in these should be treated according to the rules for continuous paging, even though the analytic covers the entire group; i. e. the pagination should be given in inclusive form inside the curves (arabic numerals being used even if roman are used in the book) and preface, introduction or appendix specified; e. g. pref.p.1-51, introd.p.34-54, or apx p. 11-20.

b Author's name. The author's name takes the same treatment for analytics as for whole works; i. e. in author analytics the name of the author for whom the analytic entry is made is written on the top line, with regular author indentation, in author fullness; in other analytics (subject, title, editor etc.) it is written on the line below the heading, with author indentation, in secondary fullness.

If the analytic has a separate title-page the regular rules for bracketing the author's name will hold, such parts being bracketed as are not there given; but if the analytic has no separate title-page and the author's name is found anywhere in the book (e. g. under the chapter heading, signed to the chapter, or in the table of contents) only such parts need be bracketed as are supplied from some other source than the book in hand.

c Title. (1) Position. The title of the analytic has the ordinary title position.

(2) Form. When the part of the book for which the analytic is made has a separate title-page or half-title, catalog from this; in other cases the chapter heading may be used or a title may be taken from the table of contents. When it is desirable to make an analytic for several consecutive chapters, it is generally best to give their titles, one after another, separated by semicolons. When it is desirable to make an analytic for several chapters not consecutive, the titles may be written in the same way or each title may commence on a separate line, beginning at the second indentation and coming back to first indentation when it is necessary to run over the line. If part but not all of the chapters of the analytic are consecutive, the titles of the chapters may all be written together according to the first method, or consecutive chapters may be grouped according to the first method and the *groups* treated according to the second method, or each title may be treated separately according to the second method.

110c(3)-h(1)

(3) Marks of omission. Omissions should be indicated by ...

(4) Supplied titles. Occasionally it is necessary to supply a title; when this is done the title should be bracketed. Brackets should also be used for supplied parts of titles; e. g. Bibliography [of manual training]. See also section *l* below, Short form analytics.

d Imprint. If the analytic part has a separate title-page, give the imprint according to the regular rules, so far as the information is furnished on this title-page, but if this is incomplete or if the entry is made from a half-title or some of the other sources mentioned above under *c*(2) do not supply imprint information.

e Collation. If the part analyzed is separately paged, give the full collation for the part analyzed, according to the regular rules; otherwise omit the collation.

f Reference to main work. One centimeter after the last item given, of those mentioned above, whether title, imprint or collation, add in () a reference to the main work, choosing, according to whether the article is continuously or independently paged, one of the two methods given below under Continuous paging and Separate paging. (For exception see note under *h* (4).) This rule applies to all except title analytics.

In title analytics use in () the same form of reference but begin it on the line below the author's name, at the second indentation, coming back to the outer indentation for subsequent lines.

g Form of analytic entries. For all information given before the curves, the analytics, whether author, subject, title, or editor etc. are the same in form as the entries for whole books, but it must be remembered that information regarding imprint and collation is often lacking either wholly or in part.

h Continuous paging. If the article is continuously paged with the rest of the book give in the () "In" followed by:

(1) Name of the author of the main work, inverted, using secondary fullness with professional titles and titles of honor; but if the author or authors of the analytic are the same as the author or authors of the main work the possessive pronoun, his, her, its or their, may be used inside the curves in the place of the author's name except when some previous mention in the entry, of another name, would make the use of the possessive pronoun ambiguous.

In cases of editor or compiler as author of the main work the abbreviation "ed." or "comp." should be retained after the name inside the curves.

(2) On the same line with the author's name, a brief title for the book, such as would in general be given on an editor card, using . . . for omissions at the beginning or in the midst of a title but not at the end.

(3) Imprint date (or its substitute) for the main work.

(4) Inclusive paging for the analytic, beginning with the number which belongs to the first page of the analytic, including a separate title-page or half-title even though this page may not be numbered. Sometimes such a page is inserted with no allowance made for it in the continuous paging. In these cases disregard this point and give the first number of the continuous paging which properly belongs with the analytic. If a page number is given on the cards which is not printed on the page in the book, it should be inclosed in brackets. For the second part of the inclusive paging use only two figures except when the hundreds change, e. g. p.233-74 but p.348-416. If an analytic applies to only one of the volumes of a set include with the statement of pagination a statement of the volume, as v.2, p.411-65. When an analytic is in more than one volume give, e. g. as follows:

v.1, p.63-180; v.2 (Meaning part of v.1 and the whole of v.2)

v.1; v.2, p.5-70 (Meaning the whole of v.1 and part of v.2)

v.1, p.197-276; v.2, p.3-44 (Meaning part each of v.1 and v.2)

v.1-2; v.3, p.111-94 (Meaning the whole of v.1-2 and part of v.3)

v.1, p.83-115; v.2; v.3, p.7-32 (Meaning part of v.1, the whole of v.2 and part of v.3)

v.1, p.71-v.2, p. 220 (For part of v.1 and the whole or part of v.2 when the volumes are paged continuously)

When an analytic consists of chapters not consecutive, if the titles are written as a single group give in the curves the different groups of paging separated by a comma, e. g. p. 46-67, 120-53, 177-206; but if the titles are not written as a single group but are given either separately, or in groups according to the groups of paging, each inclusive pagination should be given one centimeter after the title or titles to which it applies, and the paging omitted inside the curves. When this treatment is followed it is best to write the reference to the main work in curves on a separate line below the last item of the analytic, beginning at the second indention, but going back to the outer indention, if it runs over the line. If the reference is written on the same line with the last item, it has the appearance of belonging to that item only.

i Separate paging. When an analytic is separately paged the full collation is given before the curves. The information inside the curves is the same as for continuously paged analytics except that

the statement of paging is omitted. Instead is given the volume or part number if the analytic occupies a separate volume, or a "part" of a book consisting of numbered parts. If neither of these conditions applies it is generally best, in order to show in what portion of the book the analytic occurs, to call the different groups of paging "parts" and supply numbering, e. g. [pt 2] ; but if the book already contains divisions designated as "parts" it is sometimes better to indicate the separately paged section as an "appendix".

j Both continuous and separate paging. Occasionally, e. g. in a series of monographs, each part is paged separately but the set is paged continuously. In such cases give the full collation before the curves but also the inclusive paging inside the curves (unless the analytic occupies a whole volume), as the part is thus most easily found.

k Punctuation and spacing. Items *preceding* the curves are punctuated and spaced according to the rules for cataloging whole books. *Inside* the curves the same rules for punctuation apply but one-half a centimeter is substituted for the whole centimeter of the general rules. (See also section 6j, last statement.)

l Short form analytics. When the part of the book for which analytic entry is to be made has no separate title, or too many chapter titles, and its contents are sufficiently well indicated by the title of the whole book it is better to use what may be called the short form analytic. In this form, instead of using for the analytic a separate title with a reference to the main work, the title of the main work only is given.

The short form analytic is often the best not only when the analytic has no separate title or too many chapter titles and the contents are satisfactorily covered by the main title, but also in many cases when it has a separate title but one which adds to the main title or subject heading no information concerning the scope or phase of the subject treated, so that the employment of both main and analytic titles involves useless repetition. These cases occur most often under the names of persons as subject (see sample cards, under (1) below).

The short form analytic might under some conditions be adopted for all subject analytics, as the principal point would be covered by the fact that the subject named in the heading was treated in a certain specified part of the book, but the long form analytic is much more satisfactory if the author of the analytic is different from the author of the book as a whole, or if the analytic has a distinct title which gives desirable information not given by the main title of the book. In class exercises the long form analytic is to be used in either of these cases.

(1) Continuous paging. In the case of continuously paged short form analytics, the main title is followed after a centimeter space by the imprint date, and again after a centimeter space by inclusive paging.

Long and short form analytics contrasted

Long form

B	RUSKIN, JOHN.
T312	Ritchie, Mrs Anne (Thackeray)
	John Ruskin. (In her Records of
	Tennyson, Ruskin, Browning. 1892. p.161-125.)

(or better)

Short form

B	RUSKIN, JOHN.
T312	Ritchie, Mrs Anne (Thackeray)
	Records of Tennyson, Ruskin, Browning.
	1892. p.161-125.

(2) Separate paging. In the case of separately paged short form analytics (whether for one or more entire volumes or for the separately paged part of a volume) the title is followed after a centimeter space by the imprint date for the whole work, then after a centimeter space, by the number of (when only one) the volume or the part comprising the analytic, and (separated by a comma, but with no space) the collation for the analytic, as {pt. 2}, 76p. illus. 21cm. If more than one volume or part is covered by the analytic give the number of volumes or parts included, as v. 2-3; but omit the paging unless continuous.

530	ASTRONOMY.
O51	Olmsted, Denison.
	Rudiments of natural philosophy and astron-
	omy . . . stereotyped ed. 1852. pt 2, 115p.
	illus. tab. diag. 15.5cm.

m Tracing. (1) Author analytics. Author analytics are traced on the back of the main card.

(2) Subject, title or editor analytics. Subject, title or editor analytics which have corresponding author analytics, are traced on the back of these; those which have not corresponding author analytics are traced on the back of the main card.

(3) Form. When the tracing on the back of the *main* card includes analytics it is best to indicate these as such, after the word or words used for the tracing. On the back of author analytics it is not necessary thus to designate the tracing, as the added entries traced on an author analytic would be understood to correspond to such analytic.

(4) Separate record. In the case of long sets etc. where the analytics are too numerous to be traced on the back of the catalog card the work may be there indicated by the word "Analyzed". The specific entries may then be traced by checks in the volumes themselves, but since if the books were lost the tracing also would be lost a better method is the keeping of an official list of tracings of such analytics.

n Call numbers. Call numbers are written in their usual place but when analytic entries apply to only part of the volumes of a set the volume numbers of the volumes concerned should be added below the book number, as shown below on sample card 10.

o Alternative methods. (1) A. L. A. code. Suggestions for the adaptation of printed cards for analytics are included in the *A. L. A. rules*, p. 79-80. A slight variation would be the omission of the slanting line which, in the samples shown, gives at first the impression of a canceled card.

(2) New York state library. The method adopted by the New York state library for printed cards and also, for consistency's

sake, on manuscript cards, is the insertion of the page reference *before* the printed entry; as:

813.44	Marjorie Daw,	see v.3, p.1-144] in
I	Aldrich, (etc., the remainder being the printed	
v.3	Library of Congress entry)	

CATALOGS.	LIBRARIES.	PRIVATE,	see p. 179-297 in
027.144	Le Roux (etc. - printed card)		
Zg8			

(3) Wisconsin library school. The Wisconsin library school recommends the addition of the paging below the call number, instead of in the curves.

Sample cards

1-2 Author analytic when author of analytic is different from author given as heading on main card, and book has a general, inclusive title; continuous paging

1 Main card

821	Armstrong, [John]
A736	Poetical works of Armstrong, Dyer and Green; with memoirs and critical dissertations by George Gilfillan. Edin. Nichol, 1858. 281p. 21.5cm.

2 Author analytic

821	Dyer, John.
A736	Poetical works. (In Armstrong, [John]. Poetical works of Armstrong, Dyer and Green. 1858. p. 99-230)

3-6 Author and title analytics when author of analytic is different from author given as heading on main card, and titles are distinctive; continuous paging

3 Main card

821	Coleridge, Samuel Taylor.
C693r	...Rime of the ancient mariner, by S. T. Coleridge; and the Vision of Sir Launfal, by J. R. Lowell. N.Y. Harris, 1901, 1895 58p. 2port. 19cm.

4 Title card

821	...Rime of the ancient mariner.	1901.
C693r	Coleridge, S. T.	

5 Author analytic

821	Lowell, James Russell.
C693r	Vision of Sir Launfal. (In Coleridge, S. T. ...Rime of the ancient mariner. 1901. p.1331-58)

6 Title analytic

821	Vision of Sir Launfal.
C693r	Lowell, J. R. (In Coleridge, S. T. ...Rime of the ancient mariner. 1901. p.1331-58)

7-9 Author and subject analytics when author of analytic is different from author of main work; continuous paging

7 Main card

948.1 Keary, C[harles] F[rancis]
K24 Norway and the Norwegians. N.Y.
Scribner, 1892. 407p.maps, 17.5cm.

Includes a chapter on Wild flowers of Norway, by Eva Tindall, p. 374-94.

8 Author analytic

948.1 Tindall, Eva.
K24 Wild flowers of Norway. (In Keary,
C.F. Norway and the Norwegians. 1892.
p.374-94)

9 Subject analytic

948.1 BOTANY. NORWAY.
K24 Tindall, Eva.
Wild flowers of Norway. (In Keary,
C.F. Norway and the Norwegians. 1892.
p.374-94)

10 Subject analytic by author of main work; continuous paging but work in more than one volume

917.3 CANADA. DESCRIPTION AND TRAVEL.
C77 Cook, Joel.
v.2 Descending the River St Lawrence. (In
his America. 1900. v.2, p.13971-514)

11 Subject analytic by author of main work; consecutive chapters; continuous paging

914.2 ABERDEEN, SCOTLAND. DESCRIPTION.
B79 B[oyle], Mrs E. V. 1 (Gordon)1
 Grey stones of Maryculter; Elrick walks;
 Garden of Ellon castle. (In her Seven gar-
 dens and a palace. 1900. p.[119]-234)

12-13 Title analytic by author of main work; continuous paging

12 Main card

J27a James, Henry.
 Aspern papers; Louisa Pallant; The modern
 warning. Lond. Macmillan, 1888. 290p. 19cm.

13 Title analytic

J27a Louisa Pallant.
 James, Henry.
 (In his Aspern papers. 1888. p.[139]-95)

14-16 Author and subject analytics when author of analytic is different from author of main work; separate paging

14 Main card (anonymous book)

916
W52 Western coast of Africa: journal of an
 officer under Capt. Owen; Records of a voyage
 ... by Peter Leonard. Phil. Mielke, 1833.
 124+177p. 17.5×10cm.

15 Author analytic; separate title-page

916
W52

Leonard, Peter.

Records of a voyage to the western coast of Africa... and of the service... for the suppression of the slave trade in... 1830, 1831 and 1832. Phil. Mielke, 1833. 177p. 17.5×10cm. (In Western coast of Africa. 1833. 1pt 21)

16 Subject analytic

916
W52

SLAVE TRADE.

Leonard, Peter.

Records of a voyage to the western coast of Africa... and of the service... for the suppression of the slave trade in... 1830, 1831 and 1832. Phil. Mielke, 1833. 177p. 17.5×10cm. (In Western coast of Africa. 1833. 1pt 21)

INDEPENDENTS

111 Definition. Books or pamphlets published separately and afterwards bound together, such consolidation not being a part of the publisher's work.

112 Independents vs separately paged analytics. *a Analytics.* The separately paged analytic is a part of the book as first published and belongs in all copies of that edition.

b Independents. The independent is one of two or more publications issued separately, and afterwards bound together. Of such a combination there may be only a single copy; if there are duplicates each must be prepared individually.

c Distinguishing marks. These may appear in the book, showing clearly whether it is a case for analytic or independent treatment, but such marks are sometimes entirely lacking and the treatment must be settled simply in accordance with the cataloger's judgment. In cases of uncertainty incline toward the independent.

(1) Analytic treatment. This may be indicated in various ways; e. g. a title-page mentioning both works, a preface or table of contents treating of both, a cover title (but not necessarily a binder's title or label) including both, continuous numbering of signatures, or (in the case of unnumbered signatures) the beginning of a new group of page numbers in the same signature with a previous group.

(2) Independent treatment. This may sometimes be determined by the cataloger's knowledge of the previous history of the parts, as, for example, that the parts have been combined by the library or by some individual, but the decision often rests merely on the appearance of the book. A difference in publisher or a wide discrepancy in dates may serve as evidence, but frequently there is no means of actually establishing the facts.

113 Treatment. Catalog completely, as though an entirely separate work, each part decided on as an independent, but make the following exceptions in minor details.

a Size. Give for size, not the size of the cover, as in the case of separate books, but the size of the page of the special work being cataloged. As independents of quite different sizes are sometimes bound together this method gives a better bibliographic description than the use of the cover size. If the difference between the size of the publication and the size of the cover is so great as to affect the place of shelving this difference may be indicated in a note; e. g. Covers, 26 cm.

b Tracing for the volume as a whole. Consider the main card for one of the independents (generally the first) as being the main card for the volume and on this give the accession number of the volume, the tracing for added entries for that separate publication, and the number of other sets of cards for the volume, specifying the headings for the main cards for the different sets fully enough to make it easy to find them. If the same heading is used for more than one set the statements should be combined, as "3 sets under Gray, H. M.", or if additional sets have the same author heading as the first, "2 other sets under Thorpe". In case the volume calls for so many different sets of cards that they can not all be satisfactorily traced on the main card a separate official record may be kept (as suggested for the tracing of very numerous analytics, section 110 m (4)) referring to this list in the place for the tracing, as "27 other sets; see official list".

c Tracing of added entries for independents other than the first. The main card for each of the other independents takes the tracing for its own added entries but no accession number.

d Note of contents on main card. On the main card for (generally) the first independent, i. e. the card regarded as the main card for the volume, add a note mentioning the other independents.

(1) If the volume contains only one or two additional works give on the main card the note "Bound with" (specifying the authors and titles of the others) as, "Bound with the author's Autocrat of the breakfast table" or "Bound with the Deserted village, by Oliver Goldsmith; and Sesame and lilies, by John Ruskin". Sometimes the form of a note works out better by the use of the possessive pronoun or the author's name in the possessive, as "his Autocrat of the breakfast table" or "John Ruskin's Sesame and lilies".

(2) If more than two additional independents are included in the volume, give on the main card a more general note, as "Bound with other pamphlets".

e Note of contents on other cards. (1) When the volume contains only two or three independents give on all cards for independents other than the first a note mentioning the other work when only one or the other two when the volume contains two other works; as, "Bound with his Letters from British settlers, and his Taxes on knowledge." If two titles are mentioned in the note indicate the author, if known, with each. Otherwise it may not be clear whether they are by the same author or whether the author of one of them is unknown.

113e(1)-(2)

If this note is not given on all cards for other independents than the first, the reader who, wishing one of these, sends for the volume and on opening it sees a different title may not recognize the book as the one called for. For this reason the first publication in the book should be named first.

(2) When the volume contains more than three independents give on all cards for all independents other than the first a note naming the first with an allusion to the others; as, "Bound with Lowell's Vision of Sir Launfal, and other pamphlets".

1 Main card

613.1 G86	[Griscom, John Hoskins] M.D. Uses and abuses of air... with remarks on the ventilation of houses. N.Y. Redfield, 1848. 249p.pl.19cm. Bound with Punishment, not preventive, not reformatory.
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2 Subject card

613.1 G86	AIR. [Griscom, J. H.] M. D. Uses and abuses of air... with remarks on the ventilation of houses. N.Y. Redfield, 1848. 249p.pl.19cm.
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3 Title card

613.1 G86	Uses and abuses of air. 1848. [Griscom, J. H.] M. D.
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4 Main card for second pamphlet (anonymous)

613.1

G86

Punishment, not preventive, not reform-
atory. No place, no pub. [18-] 36p. 19cm.

No title-page.

Bound with Uses and abuses of air, by
J. H. Griscom.

5 Subject card for same

613.1

G86

PUNISHMENT.

Punishment, not preventive, not reform-
atory. No place, no pub. [18-] 36p. 19cm.

No title-page.

Bound with Uses and abuses of air, by
J. H. Griscom.

ADDED EDITIONS

114 Definition of edition. The definition of edition given in the *A. L. A. rules*, pref. p. 14, "The whole number of copies printed from the same set of types and issued at the same time", is substantially the same as that given by the *Century*, *Standard* and *Webster*, but *Webster*, with the definition "The whole number of copies of a work printed and published at one time" adds "usually distinguished from an *impression*. In editions after the first, corrections, additions or alterations of the text are made, or the type reset; a second or succeeding *impression* is from the unaltered original plates".

These definitions, except *Webster's*, are based wholly on the earlier method of printing from movable type and the subsequent distribution of the type, involving its resetting for a reissue, which was therefore properly a new edition. With the advances in printing, for a large proportion of the books plates are made corresponding to the pages. These plates are stored and used for reprints which, corresponding exactly to the original, are not properly editions, as brought out in the supplementary statement in *Webster*. Such reprints may be designated as different impressions, issues, reissues or thousands, but these distinctions are of value only for minute bibliographic descriptions and are to be disregarded for class work. In many cases such reprints appear as numbered "editions", but as it is often impracticable to distinguish between such reprints and really new editions it is best to accept for these the publishers' term.

In *Cutter*, p. 19, is the following: "Edition, a number of copies of a book, published at the same time and in the same form. A later publication of the same book unchanged is sometimes styled a different edition, sometimes a new issue, sometimes a different thousand." The phrase "in the same form" is an important supplement to the phrase "at the same time", as a large paper or some other special edition might be "printed from the same set of types and issued at the same time".

For cataloging purposes different editions are those which are subject to some difference in the description on the cards, even though this difference is nothing more than the imprint date (see *Cutter*, p. 19, Title edition). For the importance of recognizing the edition see *Cutter*, 254-56.

a Editions vs copies. Exact duplicates are called *copies* and this

term is, according to the policy of the library, extended to include varying degrees of duplication, many libraries using the term to cover, in fiction, entirely different editions unless the number of volumes differs or there is some variation in the division into volumes or there is some special reason for distinguishing a certain edition, as in the case of specially fine illustrations or of an edition sufficiently well known to be called for in preference to others. Under this plan for the treatment of fiction the entire statement of imprint and collation is omitted, except the number of volumes when more than one. When the distinguishing feature consists of the illustrations or editor etc. it is best brought out in a note.

115 Definition of added edition. As defined in *Cutter*, p. 13, an added edition is "another edition of a work already in the catalog."

116 Treatment of added editions. When an edition is added to the library it is customary, when practicable, to add the catalog entry to the cards already made, thus procuring the double advantage of economy of labor and a compact presentation of the entries to the eye of the reader.

When an edition is to be added to cards already made the extra entry should be made on all cards to which it applies, according to directions *a-h* given below, subject to such variations in fulness of entry as are called for by the different kinds of cards. Omit a line between entries when there is room, except on series cards, where the regular rule for arrangement in series should be followed.

An exception to the general method for adding editions must frequently be made on series cards; i. e. if the work to which an edition is to be added is the latest entered on the series card follow the general rule for added editions, but if, on the series card, entries for other works follow the original entry for the work in question, it will generally be best to make, on the series card, the entry for the added edition as an entirely distinct entry, following those already made.

For the entry of added editions on the author card only, see *Cutter*, 179, but notice that the illustrations are for very special cases.

a Author's name. Indicate the repetition of the author's name by a dash about one centimeter long, beginning at the outer indention, at the height of the top of lower case letters, on manuscript cards. On typewritten cards use the dash if there is one on the machine; otherwise use the hyphen, not the underline.

No account need be taken of the point if one edition is published under the author's name and one anonymously, nor of a different fulness of author's name on different title-pages.

b Title. Indicate the repetition of the title by the word Same (underlined) to represent either the whole title or merely the title

116b(1)-(5)

proper, according to the correspondence between the two title-pages. Write this word after the dash, at the distance of the ordinary space between words, on either manuscript or typewritten cards.

(1) Titles wholly or partly identical. If the whole title is identical the word Same is sufficient to indicate the repetition, but if only the title proper is identical, some variation occurring in the statement of edition, the word Same should be used to represent only the title proper and the statement of edition should be written out in the same fulness as would be used if the entry stood alone on the card, the semicolon being used to separate this statement from the word Same, as though, instead of the latter, the title was written out.

(2) Longer entries added to shorter. If the original entry contains no statement of the edition and the second entry contains such a statement, the second may be added to the first, with the supplementary information added, but if the earlier entry has a statement of edition and the later entry has no such statement the later entry should not be added to the earlier and longer entry, as the word Same would in this case imply the repetition of the entire previous title.

A longer title proper may be added to a shorter, either by the addition of the supplementary information (unless this would result in awkward phraseology) or by the use of . . .

(3) More than two editions. When two editions are already given on the card, if the first entry has no statement of edition and the second has such a statement, subsequent editions *lacking* such a statement should not be added as they would be likely to be understood as corresponding to the second entry, but if the first entry has no statement of edition and the second and following entries have such a statement, in order to avoid any possible misunderstanding on the part of the reader, it is safest to write out the statement of edition with each, even though the wording is exactly the same.

(4) Different editors. Although the rule for adding editions to a card when there is a variation in the statement of edition, would allow on the same card the combination of editions by different editors, this would not generally be advisable, as the library which would have editions by different editors might also have extra editions by the same editor and it would therefore be better to give separate cards to editions by different editors.

(5) Slight variations in title. In libraries doing minute bibliographic work it would be undesirable to allow even very slight

variations to pass under the word Same, but for most libraries serving mainly a miscellaneous public it would not be practicable to observe such variations and it need not be done in class work, e. g. *French revolution in 1848* and *French revolution of 1848*, or the omission in a later entry of a subtitle or alternative title. When ... are used in the earlier entry to indicate omissions, they may be disregarded in applying the word Same, considering this as covering only the actual written words. Correspondingly ... to indicate the series note etc. at the head of the title-page for the additional entry are not to be used before the word Same. Occasionally when different editions are being cataloged at the same time the titles may be shortened with special reference to agreement in the catalog entries, provided that nothing very important is thereby omitted.

c Imprint, collation and series note. At intervals of a centimeter give the imprint and collation in such fulness as is called for by the special cards, i. e. author, subject, title, editor etc.; also the series note on the cards on which it regularly appears. These details are given with each entry, even if they are identical with those in the edition previously cataloged.

d Notes. Notes should be given with each entry as applicable, except that notes given with the first entry may be referred to in the later entries if they are equally applicable to these and appreciable space is thereby saved; as, "For notes of biography and bibliography see entry above" or "Contents as in entry above except for the addition of the following:" (giving supplementary items). Occasionally, if thought important for the sake of distinguishing editions (for example, two of the same date) such notes may be added on short-entry cards (e. g. title or editor) as would not ordinarily be given; as "London ed." and "New York ed." or the series note may be given after the imprint and collation or the name of the edition may be given after the title.

e Treatment of author's name and title on main vs secondary cards. The indication of the author's name by a dash, followed by the word Same, representing the title, is common to all cards, no attempt being made to indicate a repetition of the heading for subject or editor cards, etc. On the title card this arrangement reverses the regular order for title cards but the reader will not analyze this detail and the opposite arrangement would, though more logical, be less easily understood.

f Order of entries. The later edition would naturally follow an earlier, but if the later one was cataloged before the earlier one

116f-h

came to hand the earlier would be added to the later except when some difference in *title* made this undesirable. When different editions are being cataloged at the same time, if the later edition has the shorter title it is sometimes desirable for that reason to give it the first place on the card, regardless of the date. Differences in imprint, collation or series need not be considered in the order of entries.

g Call numbers. The call number for each edition is given at the left edge of the card, opposite its own entry.

h Accession numbers. Accession numbers for all editions cataloged should be given on the back of the main card and should be distinguished; as,

1124	ed. 7	1848	Edin.
1956	" 9	1865	Lond.

While some distinguishing mark should be given with the accession number for each edition, the different editions on a card do not always lend themselves to the same treatment, e. g. the number of the edition may be given with one edition and a publisher or series note with another.

Author card

239	Harnack, Adolf.
H22	What is Christianity? ... lectures delivered in the University of Berlin ... 1899-1900; tr... by T.B.Saunders. Lond. Williams & N. 1901. 301p.23cm. (Theological translation library)
239	—— Same; 2d ed. revised. N.Y. Putnam,
H22a	1906 [c'01] 322p.21cm.

Subject card

- 239 CHRISTIANITY.
H22 Harnack, Adolf.
What is Christianity? ... lectures delivered
in the University of Berlin ... 1899-1900; tr...
by T. B. Saunders. Lond. Williams & N. 1901.
301p.23cm. (Theological translation library)
- 239 ——— Same; 2d ed. revised. N.Y. Putnam,
H22a 1906 [c'01] 322p.21cm.

Translator card

- 239 Saunders, Thomas Bailey. tr.
H22 Harnack, Adolf.
What is Christianity? 1901.
- 239 ——— Same. 1906.
H22a

Title card

- 239 What is Christianity? 1901.
H22 Harnack, Adolf.
- 239 ——— Same. 1906.
H22a

INDEXES, KEYS, SUPPLEMENTS, ATLASES AND PORTFOLIOS

117 Treated like added editions. Separately published indexes and keys are to be treated like added editions, with the dash to represent the original author, and the word Same the original title, these being followed (generally after a comma) by the additional title of the index or key, including the name of the editor or compiler, for whom an added entry should be made. Supplements should be treated in the same way unless so distinct as to fall under *A. L. A. rules, 14*. Atlases and portfolios may, if desired, be treated on the same plan, as an alternative to the method suggested in 17*h* (2) and 18*d*.

Index, with main entry under author

808.2	Klein, J _[u] lius, L _[e] opold,	
K64	Geschichte des drama's.	Lpz. Weigel,
	1865-76.	13v. in 15, 24cm.

808.2	——— Same, Register-band ... bearb. von Theo-	
K64	dor Ebner.	Lpz. Weigel, 1886. 128p.
v.0	24cm.	

808.2	Ebner, Theodor,	ed.
K64	Klein, J. L.	
v.0	Geschichte des drama's, Register-band.	
	1886.	

Index and supplement, with main entry under title

032
qE5 Encyclopaedia Britannica: a dictionary of
arts, sciences and general literature; 9th ed.
Edin. Black, 1875-89. 24v. illus. pl. maps, plans,
diagr. 28.5cm.

032 Same, Index to; with list of contributors
qE5 and key to their initials. Edin. Black, 1889.
v.0 499p. 28.5cm.

032 Same; New American supplement ... ed.
qE5 under the ... supervision of D. O. Kellogg ...
v.25-29 N.Y. Werner, 1900. 5v. illus. port. maps, 27.5cm.

032
qE5 Kellogg, Day Otis, ed.
v.25-29 Encyclopaedia Britannica; New American
supplement. 1900. 5v.

PERIODICALS

118 Definitions. For definitions of Periodical and Serial see *A. L. A. rules*, pref. p. 15-16, and *Cutter*, p. 21-22.

119 General treatment. For general treatment read *A. L. A. rules*, 121, and *Cutter*, 133.

120 Form entry. Read *Cutter*, 192, but do not follow for class work. In a small library a list of the periodicals may be bulletined and a reference to this made in the catalog under the heading PERIODICALS. In a large library a more practicable method would be a general reference; as,

PERIODICALS.

For general periodicals see their names;
as, Century magazine.

For periodicals on a special subject see
name of that subject, subhead PERIODICALS; as,
EDUCATION. PERIODICALS.

121 Fulness of description. The many variations which are liable to occur among the different volumes of a serial set make it impracticable to give as minute bibliographic descriptions for periodicals as for books in general, while the wide distribution of periodicals makes their contents and character more generally known than is the case with other works, and a full and exact description consequently less important.

122 Groups. Periodicals may, for cataloging, be divided into two groups:

a Those which have ceased publication and of which the library has complete sets.

For these the cataloging follows the same general plan as for other books in several volumes, but certain exceptions are made to correspond to the treatment required for current periodicals and incomplete sets, as specified below.

b Those which are still being published, or those of which, though having ceased publication, the library set is incomplete.

123 Main entry. *a Position.* Make the main entry under the title, beginning at the *second indentation* as for an anonymous book, but entering on the *top line*. This is the method in general use and

is justified in its divergence from treatment of previous classes of books, by the fact that for periodicals not only will no author's name ever be filled in, but periodicals constitute a large class of publications and it seems undesirable to lose needlessly, the use of the top line for so many entries.

b Title. As variations are likely to occur on the title-pages of different volumes it is very desirable to include on the cards for all periodicals of which the library has not complete, finished sets, only those parts of the title which are really important, either as standing out prominently in the title proper or as showing the scope of the work. The latter point may often be covered by a condensation of the descriptive part of the title.

(1) Frequency of publication. When the frequency of publication is given as an integral part of the title proper (e. g. *Quarterly journal of economics*, or *Atlantic monthly*) and not merely as a descriptive term, it is necessary to retain it, but otherwise it is better to omit it from the title and give it in a note (see *A. L. A. rules*, 121), as this is a detail very liable to change. When there is a change in the frequency of publication of a periodical which includes this as an integral part of the title, the case comes under the treatment for "Changed titles", given below.

(2) Editors. For editors also it is better to omit the names from the title and give in a note instead.

(3) Dates covered by volumes. (*a*) Finished and complete sets. It is well to give in the title on the card for periodicals which have ceased publication and of which the library sets are complete, the inclusive dates covered from beginning to end of publication, supplying these dates in brackets when not given on the title-page. If dates are given on either the first or last volume and not on the other the missing date should be supplied in brackets. If the dates used do not coincide with the beginning and end of the years it is desirable to include the names of the months in this title-date statement, bracketing if not given on the title-page.

(*b*) Current or incomplete sets. Correspondingly it is well on cards for sets which are still being published or for those of which, though finished, the library sets are incomplete, to include in the title the date of beginning of the earliest volume in the library, followed by a dash and space, unless this date is for the last volume of a finished set, in which case the inclusive dates for the volume should be given. If the first volume in the library is not the first volume in the set, the date when it began should be given in *pencil*.

123b(3)(c)-c(3)(a)

(c) Abbreviations for months. For names of months the common abbreviations are to be used.

(4) Information supplied or omitted. If information is actually supplied in the title, e. g. the name of the month, it should be bracketed, but, in view of possible variations on title-pages, ... need not be used to indicate omissions.

(5) Treatment of complete vs incomplete sets. With complete, finished sets the cataloger has before him all the title-page variations which must be taken into account, and, with this definite knowledge of the facts, can shorten the title more to his satisfaction than when dealing with possibilities, but it is convenient to have the same general rules cover, as far as possible, both finished and unfinished sets. Accordingly it is desirable to omit from the title as freely as can be done without the loss of any information of real value.

c Imprint. Give place and publisher as usual, as long as they remain unchanged.

(1) Place changed. Changes in place of publication are less frequent than changes in publisher, for which directions are given below under "(2) Publisher changed", which rules may be adapted, as far as needed, to changes in place.

(2) Publisher changed. When a set is published by a firm which has changed its name, the name may be given as in the earliest volume in the library, followed by [etc.] or if, up to the time of cataloging, there has been only one change of name, both forms may be given, as "Jansen, McClurg & co. (later A. C. McClurg & co.)."

When a set has had two publishers, both names may be given, as for *Galaxy*: "W. C. & F. P. Church, 1866-68; Sheldon & co. 1868-70," or the first or the more important may be given in the imprint, and the other mentioned in a note.

When a set has had several publishers, the first or most important may be given in the imprint and a note added "Several changes of publisher." If the name of the current publisher is not the one given in the imprint, it should be furnished in a note, with the date from which it was connected with the publication, e. g. "Published by the International magazine co. 1897-date," the word "date" being written in pencil.

(3) Imprint dates. (a) Finished, complete sets. Imprint dates and copyright dates are to be given for finished, complete sets, as for any other set of books; i. e. the first and last dates should be

given, connected by a dash. When neither imprint nor copyright dates are given, dates are to be supplied in brackets, in agreement with the publication of the *end* of the first and last volumes.

(b) Current or incomplete sets. For periodicals of which the library has not finished, complete sets the imprint date is to be omitted, the information being sufficiently and more satisfactorily covered by the "Library has" statement, made with such periodicals. (See *e* below.)

d Collation. (1) Volumes. Give the number of volumes for a periodical of which the library has a finished, complete set, as 27v. If the periodical ceased publication with only one volume, give the volume number, followed by the number of pages; as, v.1, 461p. For a periodical of which the library has not a finished, complete set, omit, in the collation, any mention of volumes.

(2) Illustrations. Indicate illustrations only when the magazine is generally illustrated. Do not distinguish kinds of illustrations but include all under the term "illus".

Exceptions may in rare instances be made where the distinct kind is important as such, e. g. the plates in some specially fine scientific or art periodical, or the maps in a geographic magazine.

(3) Size. Since periodicals frequently change their size as published, or slight variations occur in the binding, it is often impracticable, with a minute measurement system, to record the changes, and therefore, for the sake of uniformity, the size is to be omitted for all periodicals.

e "Library has" statement. On the main card for periodicals not finished and complete (i. e. those sets to which volumes are liable to be added) stamp the words "Library has" at the second indentation, on the line below the collation unless the title, imprint and collation occupy only one line, in which case omit a line before the stamp.

Follow the stamped phrase by a columned statement of the volumes actually in the library. For a long block of consecutive volumes give the statement in groups of e. g. 10 or 20 volumes each. If the library has v.1, begin the enumeration on the line below "Library has". Begin at the outer indentation, giving inclusive volume numbers for each group, followed by the corresponding period covered (including the months unless the periodical year corresponds to the calendar year). The dates given on the cards correspond to the title dates, not to the imprint dates.

(1) Broken sets. In the case of broken sets leave space, according to judgment, for missing volumes. The insertion of added

123e(1)-f(2)

volumes will often be helped by writing in *pencil* the numbers immediately preceding or following a gap, if more than one volume is missing; but it is better, even when only one volume is missing, to leave the blank line, to make the fact more distinct. In the treatment of current sets the last volume number and date should be given in pencil unless the volume is, according to the plan adopted for the size of groups, the last of a group.

(2) Single series of volumes. When the enumeration consists simply of a single series of volume numbers, followed by the years, two columns can generally be given on a card.

(3) More than one series. When a periodical has been published with more than one series of volume numbers (see *A. L. A. rules*, pref.p.16, definitions for Series, paragraph 3) give: (a) the volume numbers actually used (generally the continuous voluming of the set); (b) in curves, the designation of the special series, with its own volume numbers; as (ser.2, v.1-10) or (new ser. v.1-10) or (old ser. v.34-43); (c) the period covered.

Examples: v.11-20 (ser. 2, v.1-10) Nov. 1883-Oct. 1888
v.1-10 (old ser. v.34-43) 1892-96

As the term "new series" may be used on the title-page for more than one series of the same periodical it is better to give the *number* of the series when known.

If the periodical index used in the library refers to the volume numbers of a series later than the first adapt the cataloging of the special periodical to the usage of the index.

Frequently when a series has been completed at the time of cataloging, it is convenient to give an entire series as a group; e. g. v.4-12 (ser.2, 9v.) Jan. 1892-June 1896.

(4) "Library has" set completed. When a set for which the "Library has" card has been made, ceases publication and the library set is complete, this card is rewritten, substituting for the "Library has" statement the completion of the date in the title and the addition of the inclusive imprint dates (as directed above under c(3)(a) for "Finished, complete sets") and adding a note, recording the discontinuance of the publication.

f Miscellaneous notes. (1) Order of arrangement. Except for the "Library has" statement, which, as of the greatest interest to the reader, is to be given on the first card, the order of notes prescribed by the *A. L. A. rules* and the Library of Congress (*A. L. A. rules*, 121) is to be followed.

(2) Frequency of publication. The frequency of publication should always be given in a note except when retained in the title.

(3) Variations in title. In the place where important variations in title should be specifically given (*A. L. A. rules*, 121, (b)) the phrase "Minor changes in title" may be used for facts covered by that statement.

(4) End of publication. For finished periodicals, generally after all other notes, say, e. g. "Discontinued" (with the date), or "Merged in" (with the title of the other periodical and the date). In notes referring to another periodical in the library, the call number of the periodical referred to should be included with the title.

(5) Separate notes card. A separate card should be used for miscellaneous notes for all periodicals except those of which the library has finished, complete sets, keeping, for other periodicals, the first card clear for the "Library has" statement, and allowing for the insertion of extension cards to continue this statement.

If a periodical for which such a separate card has been made, ceases publication, and the first card is rewritten as finished and complete, the separate notes card may be retained if the notes are long or numerous, but if few and short they may be transferred to the first card.

(6) Space between notes. On cards to which additions are likely to be made, it is well to leave space between such groups of notes as changes of title and changes of editor, to allow for the insertion of information for earlier or later volumes.

(7) Indentation. Use regular paragraph indentation, except that in the case of notes for editors, if the information runs over the line, a further deep indentation may be employed to allow the use of ditto marks for the phrase "ed. by", thereby making these notes stand out clearly as a group (see sample card on p. 151).

g Indexes. If a periodical has an index covering several volumes, catalog this separately as follows:

In the case of a finished, complete set, add the entry to the first card if there is room, according to the plan for added editions (section 117). For current or incomplete sets, make the entry in the form for an added edition on a *separate* card, to be filed after the "Library has" statement and before the miscellaneous notes.

Use the word Same to represent the title of the periodical, as is done for titles in the case of added editions. Then, after a comma, give the title of the index, with full imprint and full collation, according to the rules for any other separate work, using ... and brackets according to regular rules. The name of the periodical,

123g-124b(3)

being represented by the word Same, need not generally be repeated in the title of the index. This omission need not be indicated by ... unless the phrasing seems less awkward with these than with what would otherwise be used to represent the inverted arrangement, e. g. "Same, General index to; from the 20th to the 40th volumes" or "Same, General index ... from the 20th to the 40th volumes".

Notes about the index cataloged, or entries or notes for any other indexes for the set are given on this card.

If a consolidated index for previous volumes occupies only part of a volume (e. g. Index to v. 1-20 occurring as a part of v. 20) or if a separate index volume is regularly numbered in with the set instead of being unnumbered, as is generally the case, it may be given either as an analytic entry or as a note, but in either case should be given on the separate card for indexes.

The call number for the index, including the volume number, is written in the margin, opposite the index entry, as for an added edition.

124 Added entries for subject, editor etc. a Position. Begin the title of the periodical on the line following the heading, but at the *outer indentation*.

This is contrary to all previous rules for title-entry indentation but is desirable as making the entry word more conspicuous and presenting in general a better appearance on the card. The alternative, covering the same points, would be the omission of one line after the heading, with the second indentation for the title entry, but this results in dropping the entry one line and the advantages seem to be greater with the first method, which is to be followed for class work.

b Title, imprint, collation, indexes and notes. (1) Subject cards for finished, complete sets. Give the title, imprint, collation, indexes and notes as on the main card, subject to such differences in title or notes as might occur with other books.

(2) Subject cards for "Library has" sets. On subject cards for sets for which the main card contains the "Library has" statement, give a short title and in place of the other facts given on the main card, stamp the note (omitting one line after the title) "For full statement of volumes in library see card beginning" (adding by pen or typewriter the entry words for the main card, making the reference full enough for identification to be reasonably sure and easy).

(3) Editor cards. Give the editor's name according to the usual rules, bracketing such parts as do not appear on the title-page.

If variations occur on different title-pages do not bracket forms which

occur on any of the title-pages at hand when the cataloging is originally done, but do not feel obliged to alter the brackets if volumes appearing later have fuller forms.

Use a short title, inclusive imprint dates for volumes covered by the editorship represented by the card, and the inclusive volume numbers, as v.1-9, unless the editorship is known to cover an entire finished set, when, instead of inclusive volume numbers, the total number of volumes may be given, as 9v. If the library lacks some of the volumes represented in the collation this fact should be stated in a pencil note. If, because of breaks in the set of volumes, the period of editorship is uncertain, the doubtful dates and volume numbers should be given in pencil. If the editor card includes the current volume of the periodical, give instead of the date and number of the latest volume, the word "date" in pencil; as, "1899-date. v.25-date"; to avoid changing with each successive volume, but using the pencil to allow for change when the editorship ceases.

125 Added entries for partial titles. When a partial title card is needed for a periodical, give the partial title on the top line, second indention, coming back to the outer indention if it runs over the line.

Instead of writing the full title in its regular place, stamp and fill out the reference to the full title, as on subject card; e. g.

051
C72

Columbian magazine.

For full statement of volumes in library see
card beginning
Columbian lady's and gentleman's magazine.

As the arrangement corresponding to the ordinary partial title card would be awkward and perhaps confusing, this form might be retained, even after the set was finished and complete.

126 Changed titles. When a periodical makes a decided change in its name some libraries catalog under each title the volumes thus published, some libraries catalog the whole set under the earliest title with either added entries or references under later titles, some libraries (see Library of Congress practice, *A. L. A. rules*, p. 37) catalog the whole set under the latest title, with added entries or references under earlier titles, while others catalog the whole set under what was the latest title at the time the periodical

was originally cataloged, with added entries or references under both earlier and later forms. With any of these treatments notes should be used freely to show connection with earlier and later forms, and the call number of a periodical mentioned in a note or reference should be given with its title.

a Editor cards. When an editor card is made for a periodical which has changed its title, it is better to use on the editor card the title under which the periodical was published during the special editorship, but if this extended over the change of name the title covering the longer period of editorship (or the current title if included under the editorship) would be preferable. In all cases where the editorship covered more than one title, and in many other cases, as e. g. a periodical much better known under a different form of title, notes should be added referring to the other form or forms.

127 "Merged in" or "Incorporated with." Frequently one periodical is combined with another. Such periodicals may all be regarded as either "merged in" or "incorporated with" the other periodical, or a distinction may be drawn between the two phrases, "merged in" being used for a periodical which seems at once to lose its identity, "incorporated with" when for a time after the combination both periodicals seem to retain a clearly defined existence, as in the preservation of both names, e. g. *Academy and Literature*. The distinction in the phrase would be observed only in the notes, the treatment of the periodicals being the same; i. e. the periodical "merged in" or "incorporated with" the other would be cataloged as a finished publication, taking into consideration whether or not the library set was complete. At the end of the notes the final step would be recorded; as, under *Literature*: "Discontinued. On Jan. 18, 1902 incorporated with the Academy (052 qA16)."

On the card for the periodical in which the other was merged or with which it was incorporated, a note should be made of this fact; as, under *Academy*, a note: "On Jan. 18, 1902 Literature (052 qL7) was incorporated with the Academy."

128 Call numbers. Call numbers should be given in their usual place, for all entries, and when applying to only part of a set, as for the editor of part of a set, the inclusive volume numbers covered should be included in the call number.

This rule for the inclusion of volume numbers should *not*, on the ground that the library has only part of the volumes, be applied on main cards and subject cards for incomplete sets.

a Latest volumes of current sets. When volume numbers for the latest volumes of a current set are to be indicated in the call number, write the number of the first volume concerned, followed by a

051

dash, e. g. L25 On editor cards for current sets, even when
v.23-

the editorship has continued from the beginning, it is better to include the volume number in the call number, as v.1-

b Brackets. Brackets are not to be used for volume numbers in call numbers, even when they are used in the collation (i. e. when they are not furnished by the volumes to which they apply).

129 Accession numbers. For a periodical which ceased publication after a few volumes, or for one or two odd volumes of a set which the library is not likely to complete, accession numbers may be given in their usual place, followed by the volume numbers.

For a current set and in other cases where there are many accession numbers, instead of specifying these numbers it is better to write in their place "See shelflist".

130 Capitalization. For capitalization follow section 3 above.

Sample cards

Finished, complete set

1 Main card

595.78
P21

Papilio: the organ of the New York entomological club; devoted exclusively to Lepidoptera, 1881-84. N.Y. (pub. by the society?) 1881-84. 4v.illus.

Published irregularly.

v.1-3 ed. by Henry Edwards.

v.4 " E. M. Aaron; pub. in Philadelphia.

After v.3 the club's connection with Papilio ceased.

Discontinued with v.4, Dec. 1884.

2 *Subject card*

595.78
P21

LEPIDOPTERA.

Papilio: the organ of the New York entomological club; devoted exclusively to Lepidoptera, 1881-84. N.Y. [pub. by the society?] 1881-84. 4v. illus.

Published irregularly.

v.1-3 ed. by Henry Edwards.

v.4 " E. M. Aaron; pub. in Philadelphia.

After v.3 the club's connection with Papilio ceased.

Discontinued with v.4, Dec. 1884.

3-4 *Editor cards*

595.78
P21

Edwards, Henry,

ed.

Papilio.

1881-83.

v.1-3.

v.1-3

595.78
P21

Aaron, Eugene Murray,

ed.

Papilio.

1884.

v.4.

v.4

5 *General secondary card*

595.78
P21

New York entomological club.

Papilio: the organ of the New York entomological club. 1881-83. v.1-3.

v.1-3

Current, complete set

6 Main card

905
E58

English historical review, 1886- Lond.
Longmans.

Library has

v.1-10 1886-95
v.11-20 1896-1905
v.21-27 1906-12



See next card

905
E58

v.o
I

²
Same, General index... v.1-20, 1886-1905...
Lond. Longmans, 1906. 59p.25.5cm.



See next card

905
E58

³
Published quarterly.
v.1-5 ed. by Mandell Creighton.
v.6 " Mandell Creighton, S. R. Gardiner and R. L. Poole.
v.7-16 " S. R. Gardiner and R. L. Poole.
v.17-date " R. L. Poole.

7 Subject card

905 HISTORY. PERIODICALS.
E58 English historical review.

For full statement of volumes in library see
card beginning
English historical review.

8-10 Editor cards

905 Creighton, Mandell, bp, ed.
E58 English historical review. 1886-91. v.1-6.
v.1-6

905 Gardiner, Samuel Rawson, ed.
E58 English historical review. 1891-1901. v.6-
v.6-16 16.

905 Poole, Reginald Lane, ed.
E58 English historical review. 1891-date. v.6-
v.6-date.

Incomplete set

11 Main card

051
W92

World's work, Nov. 1900-
Doubleday. ¹Illus.
Library has
v.1-9 Nov.1900-Apr. 1905
v. 12-18 May 1906-Oct. 1909

N.Y.



See next card

¹ Capitalized at the beginning of a group.

2

051
W92

Published monthly.
v.1-18 ed. by W. H. Page.

12 Editor card

051
W92

v.1-

Page, Walter H₁ines₁ ed.
World's work. v.1-9, 12-18. 1^c1901;-09.

ALMANACS AND YEARBOOKS

131 Treatment. Almanacs and yearbooks are to be cataloged in general like periodicals (see *A. L. A. rules*, 123).

a Dates. Dates for annuals may, if desired, be omitted from the title when given in the "Library has" statement.

b Place. The separate name of the place may be omitted from the imprint when included in the name of the publisher; as, Brooklyn daily eagle.

c Volumes. Such phrases as "annual issue," "10th edition" etc. are often used with the meaning of volume and are to be listed under that term, without brackets when the fact is taken from the title-page of the special volume to which the number belongs. Sometimes the information to the effect that the issue in hand is a first or second volume, etc. is given in some such place as the preface or cover and in such cases the volume number is to be given in brackets. When nothing corresponding to a volume number is given, years may be used alone.

DIRECTORIES

132 Treatment. Follow *A. L. A. rules*, 125. Read also *Cutter*, 115.

When subject entries are not made, some libraries enter local directories under such form of the title as will make the name of the place the entry word.

The added entry under the compiler of periodical directories is often unimportant and may be omitted by most libraries.

For treatment of such phrases as "annual issue," "10th edition" etc. and use of dates in titles see under "Almanacs," section 131.

CORPORATE ENTRIES

133 Corporate vs personal authors. The essential difference between corporate entries and the main part of the previous work of the course is the use of the name of a corporate body instead of the name of a person as the author of the work. See definitions of Author, Author entry and Corporate entry in *A. L. A. rules*, pref. p. 13-14; and of Author and Author entry in *Cutter*, p. 14. For the choice of headings for various kinds of corporate bodies follow the detailed directions given in *A. L. A. rules*, p. 17-33.

For a discussion of the use of corporate headings see *Cutter*, from the bottom of p. 39, through rule 45 on p. 41.

134 Complete works vs serials. Corporate entries fall into two important divisions: complete works and serials (see definition of Serial, in *A. L. A. rules*, pref. p. 16).

a Complete works. Complete works follow the general rules for the ordinary books.

b Serials. Serials, i. e. transactions, proceedings etc. are, except for the use of the author heading, treated like periodicals, the "Library has" statement being given on the main card and a reference made to the main card from the subject card.

135 Reports. Reports form an important part of the publications of corporate bodies and may fall into either of the two divisions:

a Complete works. In this division belong the completed reports of special investigations, etc.

b Serials In this division belong all reports which may be expected to continue indefinitely, as annual or biennial reports.

Generally it is easily determined to which class a report belongs, but occasionally reports appear which do not show whether or not they are to be continued and in such cases the cataloger must depend upon his own judgment, aided by such information as he may be able to obtain from outside sources.

136 Author retained in title. When the title of the book is something different from the ordinary line of titles for society publications it is often necessary to include in the title on the cards the whole or part of the name of the society or institution, in order to show the relation between the author heading and the title, e. g. "Lectures delivered under the auspices of the ... society". As in the case of individual authors, ... need not be used

136-139

to indicate the complete omission of the author heading but should be used to indicate the shortening of the designation, as shown above.

137 Publisher. As the corporate author is generally also the publisher this point may be assumed and the publisher's name omitted from the imprint except when it is different from the main author heading. A printer's name in the publisher's place on the title-page is to be used only in case of special doubt. The argument is specially strong in favor of the author as publisher, in the case of serials, where the printer is likely to change from year to year.

When thought best the name of the society or institution may be given as publisher. In such cases it is to be written either in its regular form; as, "Univ. of Illinois"; or transposed; as, "Illinois univ." even though the author form would be "Illinois. University"; or such a phrase as "[pub. by the society]" or "[pub. by the university]" may be substituted.

138 Spacing in headings. Subheads in corporate headings are to be set off by a period and one space.

In some libraries they are distinguished by a dash or by underlining but for class work only the period and the space are to be used, on the analogy of the work with the subject subheads.

139 Brackets. *a Variation from title-page.* Brackets are not to be used in corporate headings to show variation from the form given on the title-page, as such variation becomes necessary in a large proportion of cases in order to procure any approach to uniformity in method.

b Matter supplied. Occasionally to distinguish corporate bodies or to define their character, it is desirable to supply a word which does not properly belong to the corporate name. Such supplied matter should be bracketed; as, St Peter's [Episcopal] church.

GOVERNMENT DOCUMENTS

140 Government documents vs society publications. In the matter of cataloging, government documents fall into the general class of the publications of corporate bodies. The principal points in which they differ from society publications, etc. is the much more general need for subheads in the author headings, and the liability of departments to change their names, of bureaus to change their departmental relations and of serial publications to change their forms or titles or to be transferred from one department to another.

141 Change in author or title. In the case of a change in author or title the entire series may, as with periodicals, be entered under one form with a reference from the others, or the publications appearing under each form may be cataloged under that form, with notes showing the relations to earlier and later forms. The latter method is generally the simpler and also seems the fairer in the case of independent commissions which have become subordinate bureaus, or for publications which have been transferred from one bureau to another.

142 Reference list.

A. L. A. rules, p.17-21.

American library association. Papers and proceedings, 1903, 25:176-89; 1908, 30:382-406; 1909, 31:313-29.

Cutter, p.39-43.

Everhart, Elfrida. Handbook of United States public documents. H. W. Wilson co. 1910.

Reviewed by J. I. Wyer, jr, in *Library journal*, May 1910, 35:221.

Hasse, A. R. United States government publications. Library Bureau, 1902-03. pt 1-2.

Wyer, J. I. jr. United States government documents. 1906. (Library School bulletin 21)

——— U.S. government documents in small libraries. Amer.lib.ass'n, 1910. (Library handbook, no. 7)

143 Author heading. In general follow *A. L. A. rules*, p. 17-21, but for subheads prefer the inverted form, adopting the usage of the Superintendent of documents.

144 Title entries. Some publications, e. g. the *Farmers' bulletin* and the *Experiment station record*, are so well known by their titles that the most satisfactory treatment may be to make the main entry under the title, with a general secondary entry under the department or bureau issuing the publication.

145-146a

145 Subject entry vs reference. A subject *entry* for each official publication (unless of too general a character, e. g. the president's message) is the most satisfactory, but a device by which time may be saved in some cases is the *reference* from subject heading to author heading. The greatest value of such a reference is in the case of a department which issues many publications falling into the same general subject, e. g. individual entry for the publications of the United States department of agriculture would probably require many cards under the subject heading AGRICULTURE. U.S. and allied topics and it would be a decided saving to refer, i. e.

AGRICULTURE. U.S. see also
U.S. Agriculture dep't.

If such a reference is made for an individual work instead of for the department publications in general, the reference should include the title of the work referred to, but generally in such cases added entry would be preferable to reference, but it is well to follow the same principle in the "For full statement" note on subject cards for serials, e. g.

331 K16	LABOR AND LABORING CLASSES. KANSAS. Kansas. Labor and industry bureau. Biennial report.
	For full statement of volumes in library see card beginning Kansas. Labor and industry bureau. Biennial report.

146 References and added entries. As there is much uncertainty as to the form under which a book will be looked for in the catalog, references and added entries should be made very freely.

a From names of departments etc. Reference should always be made from the name of a department to any of its bureaus under the names of which works have been entered, and often reference should be made from the name of the department or bureau without the name of the country, e. g.

Post-office department, see
U.S. Post-office dep't.

Longer forms for this and the following references may, if preferred, be made on the analogy of the "see" and "see also" subject references used by the Wisconsin library school, as shown in section 32 above.

Occasionally notes should be added to reference cards, e. g.

U.S. Fish commission,	see also
U.S. Fisheries bureau.	

On July 1, 1903 the commission became the Fisheries bureau, under the direction of the Commerce and labor department.

b From chiefs of departments. If an individual has become well-known as the chief of a department it is often desirable to refer from his name to the official heading, e. g.

Harris, William Torrey,	see also
U.S. Education bureau.	

In other cases, editor, compiler or general secondary cards are to be preferred for the individual.

c From magistrates. For kings, governors, mayors, prelates etc. whose official publications seem to carry a greater degree of personal responsibility than the average official publication, a more definite form of reference may be used, e. g.

Cleveland, Grover,	pres. of U.S.
--------------------	---------------

For official papers see

Buffalo. Mayor.
New York (state). Governor.
U.S. President, 1885-89 (Cleveland)
U.S. President, 1893-97 (Cleveland)

In the case of governors' and mayors' messages, etc. if they follow a uniform plan and the dates and personal name are not included in the heading, the main card is generally best made in the "Library has" form, listing the messages etc. by dates, followed by the name of the individual officer, in subject fulness unless some other form is more familiar, and either inverted or uninverted, according to the preference of the cataloger, e. g.

353.9747 New York (state). Governor.
 N5 Public papers. Alb.
Library has

1883-84 Cleveland, Grover

1893 Flower, R. P.

1897-98 Black, F. S.

Occasionally for the state or city in which the library is located there may be sufficient material under a heading to warrant its being carried out on the plan for U.S. President, shown above; as, New York (state). Governor, 1883-85 (Cleveland), by which all publications of the same official would be brought together.

147 "Library has" statement. This statement may, as noted in 146, include the name of the official for the year. In other cases, the titles of the separate volumes may be given, the statement being in the nature of contents. This last suggestion applies particularly to annual reports which specialize yearly on separate subjects, and to sets of monographs, etc. as,

557.68 Tennessee. Geological survey.
 T29 Bulletin. Nashville. Illus. maps.
Library has

no.3 Drainage reclamation in Tennessee. 1910.

no.4 Administrative report, 1910. 1911.

no.5 Clay deposits of West Tennessee. 1911.

148 Analytics. Analytics for completed publications do not differ from ordinary analytics. An analytic, when complete in itself but published in a serial, would generally take the regular form for an analytic except that the imprint date would be in ink, instead of in pencil as for other incomplete works.

Exception: In the case of annual reports, etc. where the *title* date is an important point, it is better to use, in the analytic reference, the title date instead of the imprint date, e. g. "In its Annual report for 1903, p. 64-97," rather than "In its Annual report. 1904. p. 64-97." or "In its Annual report for 1903. 1904. p. 64-97."

If the report of a department or official is *regularly* published with that of another department or official, the first in the volumes would naturally be given the main entry, and author analytics or references made for the second. If the analytic form is used the items inside the () would consist merely of author and title, no account being taken of dates and volume numbers, e. g.

352.0741 C17	Camden. Public library. Annual report. (In Camden. Town officers. Annual report) Library has no.1 July 1904-June 1905 no.3 July 1906-June 1907
-----------------	--

If the reference is preferred it would take some such form as :

Camden. Public library.	
Annual report,	see
Camden. Town officers.	
Annual report (call no. 352.0741 C17).	

The report of the library is regularly published with that of the town officers.

Of the two forms the analytic is to be preferred, since it gives more information, takes no longer than the reference, except for the additional record of the new report, year by year, and is more readily adapted to a change in the manner of publication, e. g. issued independently.

149

149 Publisher. When names of printers are given in the publisher's place on the title-page of official publications the publisher may be omitted in accordance with rule 137 above, or such a phrase may be used as "[pub. by the state]" or "[pub. by the city]".

For works actually published by the United States government, the form "Wash. Gov't print. off." is to be used, but occasionally a United States document comes to hand which is the output of an independent publisher, in which case the special publisher should be given.

MISCELLANY

150 Series cards for addresses, bulletins, society publications, etc. a Addresses. In some libraries it may seem desirable to make an added entry for a society before which an address has been delivered. Such entries are made in the form of a series card, giving the name of the society as the author of the series, and the word Addresses as the title. For these items brackets need not be used. The separate addresses are then listed in regular series form, e. g.

Buffalo historical society.

Addresses.

342.7479
H55

Hill, H.W. Development of constitu-
tional law in New York state. 1896.

557.4797
H41

Hayes, G.E. Geology of Buffalo.
1869.

b Bulletins, society publications, etc. Similar cards may be made for bulletins, society publications, etc. when the library scatters them as separate works instead of treating them as a set. In this case the *title* of the series represents a recognized continuation of works and should be bracketed if not given on the works themselves, as in the case of some societies which give no general title but merely their own names with perhaps the addition of a volume number. For such works the title [Publications] is generally the best one to supply.

c Volume numbers. For bulletins, society transactions, etc. the volume number is more important than for the ordinary series and should be retained in cataloging.

Chicago. University.

Contributions to philosophy.

150
L814

v.3, no.1 Moore, A.W. The functional versus
the representational theories of knowledge
in Locke's Essay. 1902.

150d-151a

d Heading. In some cases it is doubtful whether it is better to enter a series heading as a single title phrase, or as author and title, e. g.

Columbia university studies in history, economics
and public law.

or

Columbia university. Political science faculty.
Studies in history, economics and public
law.

In these doubtful cases it is preferable to lean toward the author and title form, especially if the series is issued by a department, which would properly be used as a subhead, as shown above.

In all cases of the slightest uncertainty, reference should be made to the form used from the form not used, e. g.

Columbia university studies in history,
economics and public law, see
Columbia university. Political science faculty.
Studies in history, economics and public
law.

151 Extracts and separates. *a Extracts (collections) from periodicals.* For treatment follow *A. L. A. rules, 122*. If the name of the periodical is used as the main entry, indent like an author heading, e. g.

B632	Blackwood's Edinburgh magazine. Tales from "Blackwood". Edin. Black- wood, 1859-61. 12v.in 6, 17cm.
------	---

but if the name of the periodical is used as an added entry, make this card in the form of a general secondary. If the main card is made under the name of the collector the general secondary would take the usual form, but if the main entry is under the

title it is better on the added entry card to indent as for added entries for periodicals, to avoid a confusing repetition of the same indentation on perhaps three lines; i. e. heading, title and note; e. g.

M188	Putnam's monthly. Maga stories. 1867.
	Reprinted from Putnam's monthly.

(rather than)

M188	Putnam's monthly.
	Maga stories. 1867.
	Reprinted from Putnam's monthly.

b Separates. For the reprint of a single article from society transactions, a periodical, a collection, etc. it is generally sufficient to state the fact in a note, e. g. "Reprinted from the American chemical journal, Jan. 1908, v.39, no.1", without making an added entry. If the original paging is given in the reprint, this should be retained in the cataloging, e. g. p.1231-78, not 1561p.

152 Selections from a single work of an author. When a selection from a single work of an author is published separately under a new title, catalog fully like a new work. Information concerning the original work should be included in the new title or in a note.

Make an added author entry for the original work if many titles are likely to occur under the author's name, or if the new work is of value under the original title. Add the word "selections" to the original title, (unless some more definite information is at hand, e. g. "part 1") and follow it by the title of the selection. Omit brackets in this added entry, since the entry as a whole is supplied. For the imprint, give only the imprint date of the selection. Omit the collation except the number of volumes if more than one. Make added title entry when desirable.

Main card

D548l	<p>Dickens, Charles.</p> <p>Little Nell; from the Old curiosity shop; abridged for use in schools. Bost. Educ. pub. co. [c1894] 236p. 18cm. (Young folks' library of choice literature)</p>
-------	---

Title card

D548l	<p>Little Nell; from the Old curiosity shop. [c1894] Dickens, Charles.</p>
-------	--

Extra author card

D548l	<p>Dickens, Charles.</p> <p>Old curiosity shop; selections: Little Nell. [c1894]</p>
-------	--

Extra title card

D548l	<p>Old curiosity shop; selections.</p> <p>Dickens, Charles.</p> <p>Little Nell; from the Old curiosity shop. [c1894]</p>
-------	--

153 Criticism. *a General criticism.* For general criticism of an author's works, unless colored cards are used the subject card does not differ from the ordinary subject card, the subject heading generally consisting of merely the name of the author criticized.

b Special criticism. If in the case of a single work the title of the work is included in the heading on the author cards, as suggested for Shakspeare (section 105), a criticism of the work takes for the subject card the same heading, written in red, beginning at the second indentation.

For a criticism of a work, the title of which is not used in the author heading for the text, write the name of the author criticized on the top line, in author fulness with professional titles and titles of honor, beginning at the second vertical line, as in the ordinary subject heading, but if the name runs over the line indent the subsequent lines one centimeter instead of one half centimeter to the right of the second vertical line, in order that the title of the work criticized may be more distinct.

On the line following the author's name write the title of the work criticized, beginning one half centimeter to the right of the second vertical line. If the title runs over the line begin subsequent lines at the second vertical line.

Beginning with the name of the author of the criticism the entry is in the usual form for a subject card; e. g.

B	PHILLIPS, REV. THOMAS.
P763r	HISTORY OF THE LIFE OF REGINALD POLE.
	Ridley, Gloucester, D.D.
	Review of Mr Phillips's History of the
	life of... Pole... Lond. Clarke. 1766. 374p.
	tab. 20cm.

In filing cards, the criticism of an individual work is placed immediately after the entry for the work itself.

If the special book criticized is not evident from the title of the criticism a note should be added to the main card for the criticism, bringing out this fact, e. g.

153b-154

917.29 Thomas, J. J.
 F94 Froudacity: West Indian fables by James
 Anthony Froude. Phil. Gebbie, 1890. 261p.
 19.5cm.

Criticism of "The English in the West
 Indies".

This note may be omitted from the subject cards if the subject heading (which includes the title of the original book) and the title of the criticism, taken together, furnish sufficient clue to the relation of the two works, e. g.

917.29 FROUDE, JAMES ANTHONY.
 F94 (THE) ENGLISH IN THE WEST INDIES.
 Thomas, J.J.
 Froudacity: West Indian fables by ... Froude.
 Phil. Gebbie, 1890. 261p. 19.5cm.

c Colored cards. Colored cards may be used for criticism, having at the top an introductory phrase, e. g. on yellow cards:

For criticism of

917.29 FROUDE, JAMES ANTHONY.
 F94 (THE) ENGLISH IN THE WEST INDIES,
 see
 Thomas, J.J.
 Froudacity: West Indian fables by ... Froude.
 Phil. Gebbie, 1890. 261p. 19.5cm.

Notice that with this form of card the word "see" is used after the subject heading to bring about a grammatical construction.

Similar colored cards "For bibliography of" (blue cards) and "For biography of" (green cards) may be had for those subjects.

154 Parodies. Parodies are treated like criticism of individual works, e. g.

817 H54	STEVENSON, ROBERT LOUIS. CHILD'S GARDEN OF VERSES. Herford, Oliver. Kitten's garden of verses. N.Y. Scrib- ner, 1911. 59p.illus.19cm.
------------	---

If colored cards are used the yellow cards may be adapted to parodies by substituting the word "parody" for "criticism."

155 Attributed author. *a Doubtful authorship.* In a case of doubtful authorship, if a work is attributed to a special writer it should be cataloged under his name, with (on all cards where the point is of interest) a note showing the doubt, e. g. Attributed to Shakspeare.

If preferred, the phrase "attributed author" may be added at the end of the author heading, but this plan would suggest a separate alphabet for the works attributed to an author, to be arranged after his acknowledged works, and therefore it seems better to recognize the doubt only in a note.

b Mistaken authorship. Occasionally it is found that a book published anonymously has been credited to the wrong author. This difficulty may be met by cataloging the book regularly under its proved author with a reference from the attributed author, e. g.

917.7 G48	[Gilman, Chandler Robbins] Life on the lakes; being tales and sketches collected during a trip to the pictured rocks of Lake Superior, by the author of "Legends of a log cabin." N.Y. Dearborn, 1836. 2v.20cm.
--------------	---

Erroneously attributed to Margaret Fuller,
marchesa d'Ossoli.

917.7 G48	Ossoli, Margaret Fuller, marquesa d'. Life on the lakes. 1836.
--------------	---

This book was attributed to the author
named above, by mistake. For full entry see the
name of the actual author, Gilman, Chandler
Robbins.

155b-157

In some form the note of attributed authorship should be given on most, perhaps all, of the cards.

c Erroneously listed. Instances have also come to hand where the identity of a book was completely concealed by the publisher's form of listing. As a guard against ordering duplicates these cases may be treated similarly to those of mistaken authorship, referring from the form of entry given on the publisher's list to the author and title used in cataloging, with an explanatory note on both main and reference cards, e. g. Listed by the publisher as —

d Call numbers and tracing. For the classes of books mentioned in *b-c* the card for the attributed author is chiefly in the nature of a reference card, but being for an individual book should bear the call number, as shown on the card for Ossoli, and should be traced, as an added entry, on the main card.

156 Analytics in series form. Some documents, e. g. the *Declaration of independence*, and the *Constitution*, are found in many places and it is convenient to have a record of these, though it may not seem worth while to make a separate card for each. This difficulty may be met by a form resembling a series card, e. g.

	U.S. Constitution.	
	Text of the Constitution may be found in the following books:	
973	Fiske, John.	History of the United
F54	States for schools.	1894. p.1419-36.
973	Montgomery, D.H.	...Leading facts of
M78	American history.	1899. apx.p.6-18.

157 Editor card in series form. When the same person has edited many works by the same author, an editor card on the plan of a series card may be substituted for a separate card for each work, e. g.

	Rolfe, William James,	ed.
	Shakspeare, William.	
822.33 S1	...Antony and Cleopatra.	1881.
822.33 P3	...Merchant of Venice.	[1903]
822.33 S7	...Hamlet.	[1903]

For such a card the catch title is recommended in place of the full title, dots being used to show the omission of an introductory phrase.

The sample above shows the method of giving class and book number on the same line, in a list of short entries. If preferred the book number may be written below the class number as usual.

158 Clippings. For a volume of clippings, catalog in regular form, supplying (as far as practicable) the various details, from the book in hand. In exact cataloging, if the volume had a manuscript title-page the use of dots and brackets would follow the regular rules; if there was no title-page this fact should be mentioned in a note and brackets might be omitted in the entry.

If the pages or leaves are not numbered and are too numerous to count write Unp. in the place for pages.

Make a note showing the character of the book. Include in the note the name and date of the source or sources, if evident and not too numerous; e. g. Mounted newspaper clippings from the Boston transcript, Jan. 11-May 16, 1910.

970.1

R31

Red Jacket's medal. Rochester, 1893.
Unp. 22.5cm.

No title-page.

Mounted clippings from the Ontario County times, Feb. 1, and the Post-express of Rochester, Feb. 3. 1893.

818 Hunt, Anna Dorothea.
H 939 Miscellaneous writings. No place, 1879-
80. 21f. 19cm.

Mounted newspaper clippings, with author's
autograph.

159 Maps. For heading see *A. L. A. rules*, 6. In measuring a map, give the height by the length, taking the outside ruling of the map, not the measurements of the paper on which it is printed. If the map is folded in covers for shelving as a book, the full measurement of the map may be followed in curves by the word "folded" and the cover measurement as for the ordinary book, e. g. 65x100cm. (folded, 24cm.)

The scale of the map should be given in a note.

Samples of main cards

912.74753 Stoddard, Seneca Roy
S86 Map of the Adirondack wilderness; 2d rev.
ed. N.Y. Neuman, 1882. 83.5x68.5cm.
(folded, 18cm.)

Scale, $\frac{1}{4}$ inch to the mile.

912.747 Rand, McNally & co.
R18 New railroad, county and township map of
New York... Chic. c1888. 77x84cm.
(folded, 17cm.)

Scale, $\frac{1}{11}$ inch to the mile.

Cover title: Map accompanying Legislative
manual 1888.

912.74753 New York (state). Fisheries, game and forest
N421 commission.

Map of the Adirondack forest and adjoining territory; comp. from the official maps and field notes on file in the state departments at Albany, N.Y. Alb.1898. 2 sheets, 92x149.5cm. (in portfolio, 23cm.)

Scale, $\frac{1}{2}$ inch to the mile.

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University of the State of New York Bulletin

Entered as second-class matter August 2, 1913, at the Post Office at Albany, N. Y., under the act of August 24, 1912

Published fortnightly

No. 587

ALBANY, N. Y.

MARCH 15, 1915

New York State Library

Library School 37

28th ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1914

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*New York State Library
Albany, October 3, 1914*

*Hon. John H. Finley
President of the University*

DEAR SIR:— I respectfully submit herewith and recommend for publication as Library School Bulletin 37, the *28th Annual Report of the New York State Library School*, for the year ending September 30, 1914.

Very truly yours
J. I. WYER, JR
Director

THE UNIVERSITY OF THE
STATE OF NEW YORK

Approved for publication this 10th day of October, 1914

A handwritten signature in dark ink, reading "John H. Finley". The signature is written in a cursive style with a horizontal line underneath the name.

President of the University

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28TH ANNUAL REPORT OF THE NEW YORK STATE LIBRARY SCHOOL

FROM OCTOBER 1, 1913 TO SEPTEMBER 30, 1914

The past year has been one of quiet progress. As in 1912-13, the number of students practically reached the maximum at which the best results could be obtained without an increase in the faculty. The quality of the students was of a high average and the results of both classroom work and practice were generally satisfactory. In various ways the school has been able to increase its direct service to the State and the possibilities of still greater service are becoming more apparent. The growing recognition of the place of public and school libraries in any adequate, systematic scheme of public education has been shown by the legislation of the past year and, what is even more important, by the increased attendance of teachers and school officials at library meetings of all kinds throughout the State. The demand for printed matter descriptive of the work of the school has increased while the questions asked by the numerous visitors to the State Education Building concerning the purpose and methods of the school have showed an increasing interest in it and its work. The general attitude of nearly all these visitors toward training for librarianship indicated not only that the library is growing in importance as a social institution but that such growth is largely the result of the better service it is giving and of the demand by its patrons for trained, effective service. By attempting to serve still better the interests of New York State, the school will not diminish in any way its non-local influence. Experience has invariably shown that State institutions which have brought broad-minded efforts to the cultivation of their own peculiar field have lost rather than acquired provincial-

ism and through intensive work have made their influence more extensive.

Detailed comment on the more important phases of the year's work follows.

FACULTY

James Ingersoll Wyer, Jr, M.L.S. (N.Y.S.L.S.). *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries and library administration, 1906-

Frank Keller Walter M.A. (Haverford), M.L.S. (N.Y.S.L.S.). *Vice Director*. Instructor in elementary reference work, book-binding, printing, expansive classification, national bibliography, in charge of library seminar, 1908-

Florence Woodworth B.L.S. (N.Y.S.L.S.). *Director's assistant*. In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M.A. (Amherst). Instructor in subject bibliography, advanced classification, history of books and foreign libraries, 1887-

Ada Alice Jones (Wellesley). *Secretary of the faculty*, 1891-

Edna M. Sanderson B.A. (Wellesley), B.L.S. (N.Y.S.L.S.). *Registrar*, 1905-

Katherine Dame B.A. (Boston Univ.). Graduate of Pratt Institute Library School. Instructor in advanced cataloging, 1910-

Jean Hawkins B.M. (Smith), B.L.S. (N.Y.S.L.S.). Instructor in classification, subject headings, elementary cataloging, loan work, 1910-

Jennie Dorcas Fellows, Graduate (N.Y.S.L.S.). Instructor in accession and shelf work, advanced cataloging, 1911-

Mary Edna Eastwood B.A. (Vassar). Instructor in selection of books, 1912-

Mr William R. Eastman again gave the elementary lectures in library buildings. Mr William R. Watson ('95), chief of the Educational Extension Division, gave a number of lectures on library administration and conducted the new elective course on library extension. Mr Charles F. Porter ('08) conducted the junior course in book selection. Mr John T. Fitzpatrick, who succeeded Mr Clarence B. Lester as legislative reference librarian, assumed that part of the course on law and legislative reference work formerly conducted by Mr Lester. Miss Clara W. Hunt ('98) for the third time conducted the course on work with children. In the absence of Miss Elizabeth M. Smith, head of the order section, the course in order work was given by the Vice Director.

LECTURERS

Thirty persons, other than the regular faculty members, gave one hundred fifteen lectures before the school. These include several of the shorter regular courses, supplementary lectures in regular courses, lectures of a miscellaneous character on subjects of importance not treated in the regular courses, and lectures given at the library institute for school district superintendents in co-operation with the School Libraries Division of The University of the State of New York.

The decrease in the appropriation available for visiting lecturers made it impossible to secure for the past year the services of several prominent library workers who have been frequent visitors in the past. To offset this loss, the school had the services of several members of the staff of The University of the State of New York who had not previously addressed the school.

The list of lecturers, with their subjects, follows:

- Abrams, Alfred W. *Chief, Visual Instruction Division*: Visual instruction
- Ahern, Mary E. *Editor, Public Libraries*: Library conditions of the Middle West
- Betteridge, Grace L. *Head of traveling libraries and study clubs section*: New York State traveling libraries and study clubs (3)^b, Study club programs (2)
- Bostwick, Arthur E. *Librarian, St Louis Public Library*: Some lost arts of librarianship; The art of rereading
- Chamberlain, Mary C. *Librarian for the blind, New York State Library*: Work for the blind
- Champlin, George G. *Sublibrarian (reference), New York State Library*: Patents
- Clarke, John M. *Director of Science and State Museum, University of the State of New York*: Popular science books
- Colson, Frederick D. *Law librarian, New York State Library*: Classes of material found in a law library; Arrangement and use of law libraries; Law library work (7)
- Davis, Mary L. *Librarian, Troy (N. Y.) Public Library*: Library administration, supplies
- Eastman, William R. Library buildings (6)

^b To the regular school and the library institute for school district superintendents.

- Ellis, Mary. *Indexer, New York State Library: Indexing* (7)
- Farnum, Royal B. *Specialist in drawing, University of the State of New York: Artistic bulletin work; Books on the fine arts*
- Fitzpatrick, John T. *Legislative reference librarian, New York State Library: Legislative reference work* (7)
- Haffkin-Hamburger, Mrs L. *Lecturer and secretary of library Courses, Shaniawsky University, Moscow, Russia: Russian libraries^a*
- Hatch, Leonard W. *Chief Statistician, New York State Department of Labor: Literature concerning labor*
- Hawkins, Layton S. *Specialist in agriculture, University of the State of New York: Agricultural books for a public library; The school library in agricultural education^c*
- Huffman, Otto V. *Secretary, New York State Board of Medical Examiners: Medical books for a public library*
- Hunt, Clara W. *Superintendent, Children's department, Brooklyn Public Library: Library work with children* (10)
- Keogh, Andrew. *Reference librarian, Yale University Library: Administration of college libraries* (2)
- Nelson, Peter. *Assistant archivist, New York State Library: New York State Library manuscripts; Care of manuscripts*
- Porter, Charles F. *Assistant, Traveling libraries and study clubs section: Selection of books* (27)
- Putnam, Herbert. *Librarian of Congress: Library constitutions; Library of Congress*
- Ray, Frances K. *Sublibrarian (Medicine) New York State Library: Important medical libraries of the United States*
- Rush, Charles E. *Librarian, St Joseph (Mo.) Public Library: Prominent illustrators of children's books*
- Skinner, Avery W. *Inspections Division: Selection of historical material for schools^c*
- Tolman, Frank L. *Reference librarian, New York State Library: The State Library and its reference work with schools^c*
- Watson, William R. *Chief, Educational Extension Division: Library administration* (6); *Library extension work* (5); *The University of the State of New York: The Educational Extension Division and its relation to the schools^c*
- Webster, Caroline. *Library organizer, Educational Extension Division: Organization of small libraries* (2); *What the school should expect from the public library^c*

^a To summer school.

^c To the library institute for school district superintendents only.

Wellman, H. C. *Librarian, City Library Association, Springfield, Mass.: Publicity* (2)

Williams, Sherman. *Chief, School Libraries Division: Library work with schools; School libraries^c; What is education and who are educated people?^c*

ATTENDANCE

Fifty-one students eligible for regular standing were enrolled during the year: 18 seniors (including two from earlier classes who are regular members of the State Library staff) and 33 juniors. No special students were enrolled. Twenty-one were residents of New York State and two others were graduates of New York colleges. Twenty-six were from the Atlantic seaboard, 16 from the central states, 1 from the south, 4 from the Pacific slope and 4 from foreign countries.

Thirty-five colleges or universities were represented by bachelor's degrees. The greatest number from any one college was 5 from Mount Holyoke, followed by 4 from Vassar and 3 from the University of Chicago. Eight other institutions sent 2 students each, and 24 others 1 each.

Two of the students held master's degrees and 2 others had taken some graduate work. Nineteen had had library experience previous to entering the school. Eight held summer positions during their course and 8 others completed their senior work while serving on the staff of the New York State Library. Three had attended summer library schools and one, a graduate of the Drexel Institute Library School, was admitted to advanced standing on the basis of previous training and experience. Two of the senior and 2 of the junior class left during the year to take library positions.

The names of the students, their educational preparation and their library experience to the end of the school year (June 25) are given below. Positions held since leaving the school are listed on pages 21-23.

Seniors: class of 1914

Bowles, Verne. Albany, N. Y. B.A. Washington University, 1910; assistant, St Louis Public Library, 1909-12; assistant, New York Public Library, July-September 1913.

Clark, Mabel. Salem, O. B.A. Vassar College, 1911; assistant, New York Public Library, July-September 1913.

Clement, Edith M. Albany, N. Y. B.A. Cornell University, 1910; assistant, traveling libraries and study clubs section, Educational Extension Division, February 1913-date.

^c To the library institute for school district superintendents only.

- Cobb, Mary Elizabeth. Albany, N. Y. B.A. Syracuse University, 1912; assistant, New York State Library, September 1913-date.
- Cowley, Amy. Albany, N. Y. B.S. Northwestern University, Evanston, Ill., 1910; assistant, Northwestern University Library, 1910-12; assistant, Newark (N. J.) Free Public Library, July-September 1913.
- Erskine, Mary Louise. Chambersburg, Pa. B.A. Wilson College, 1902; assistant, Drexel Institute Library, 1902-3; Drexel Institute Library School, 1903-4; librarian, William McCann Library, Norristown, Pa., 1904-6; librarian, Wilson College Library, 1906-date.
- Hamilton, William James. Minneapolis, Minn. B.A. University of Minnesota, 1910; Minnesota Public Library Commission Summer School for Library Training, 1909; assistant, Minneapolis Public Library, 1906-10; New York State Library School, 1910-11; in charge, useful arts department, Minneapolis Public Library, May 1911-date.
- Ingalls, Florence Lillian. Castleton-on-Hudson, N. Y. B.A. Mount Holyoke College, 1912; student assistant, Mount Holyoke College Library, 1911-12.
- Jewett, Alice Louise. Catskill, N. Y. B.A. Mount Holyoke College, 1909; student assistant, Mount Holyoke College Library, 1905-9; assistant, Carnegie Library of Pittsburgh, 1909-12; assistant, New York State Library, October 1912-date.
- Lowry, Elizabeth. Oakland, Cal. University of Illinois, 1906-7; Litt.B. University of California, 1912; summer assistant, Oakland Free Library, 1910-11; assistant, Carnegie Library of Pittsburgh, July-September 1913.
- Pidgeon, Marie Kiersted. Saugerties, N. Y. B.A. Vassar College, 1912; student assistant, Vassar College Library, 1912; assistant, New York State Library, September 1913-date.
- Rice, Paul North. Columbus, O. B.A. Wesleyan University, 1910; New York State Library School, 1910-11; assistant reference librarian, Ohio State University Library, 1911-July 1913.
- Rothrock, Mary Utopia. Albany, N. Y. B.S. Vanderbilt University, 1911; M.S. 1912; assistant, Cossitt Library, Memphis, Tenn., July-September 1913.
- Sawyer, Rollin Alger, jr. Albany, N. Y. Dickinson College, 1905-7; B.A. Lafayette College, 1909; organizer, Fort Orange Club Library, Albany, N. Y., June-July 1913; assistant, New York Public Library, August-September 1913; assistant, law library, New York State Library, October 1914-date.
- Schneider, Rebecca. Seattle, Wash. Washington State College, 1906-7; B.A. University of Washington, 1912; student assistant, University of Washington Library, 1910-11; cataloger, Ellensburg (Wash.) Public Library, July-September 1912.
- Slomann, Povl Fritz Vilhelm. Copenhagen, Denmark. Ph.B. University of Copenhagen, 1905; M.A. 1912; assistant, Newark (N. J.) Free Public Library, July-September 1913; assistant, John Crerar Library, Chicago, 15 Apr.-15 July, 1914.
- Vaile, Lucretia. Denver, Col. University of Denver, 1902-3; B.A. Vassar College, 1906; assistant, New York Public Library, July 1913.
- Vasbinder, Lida C. Albany, N. Y. B.A. Elmira College, 1901; apprentice assistant, Binghamton (N. Y.) Public Library, March-May 1909; cataloger, Waterloo (N. Y.) Public Library, July 1910; assistant, New York State Library, February 1912-date.

Juniors: class of 1915

- Allison, Gladys Bell. Houston, Texas. B.A. Drake University, 1913; student assistant, Drake University Library, January-June 1913.
- Bailey, Beulah. Troy, N. Y. B.A. Cornell University, 1912.
- Bayer, Edna Elizabeth. Rochester, N. Y. B.S. University of Rochester, 1913.
- Broomell, Ellyn Chapin. Chicago, Ill. Milwaukee-Downer College, 1909-10; Ph.B. University of Chicago, 1913; student assistant, University of Chicago Library, 1911-13, temporary assistant, June-July 1913.
- Byrne, Paul R. Chittenango, N. Y. Ph.B. Notre Dame University, 1913; assistant to cataloger, Notre Dame University Library, 1907-12, cataloger, 1912-13.
- Calkins, Ruth Helen. Albany, N. Y. B.A. New York State Normal College, 1912.
- Claffin, Helen Mildred. Attleboro, Mass. B.A. Smith College, 1913.
- Colwell, Emily Kerr. Granville, O. Vassar College, 1911-12; B.A. Denison University, 1913; student assistant, Denison University Library, October 1912-February 1913.
- Davis, Elizabeth Linwood. Sag Harbor, N. Y. B.A. Mount Holyoke College, 1913; student assistant, Mount Holyoke College Library, 1912-13; summer substitute, Morristania branch, New York Public Library, July-August 1912.
- Durkee, Florence Ella. St Paul, Minn. University of Minnesota, 1896-97; B.A. Leland Stanford Junior University, 1902.
- Furbeck, Mary Elizabeth. Altamont, N. Y. B.A. Mount Holyoke College, 1913; student assistant, Mount Holyoke College Library, 1910-13.
- Gates, Helen Fay. Worcester, Mass. B.A. Smith College, 1912; apprentice and assistant, Clark University Library, August 1912-August 1913.
- Gilchrist, Donald Bean. Franklin, N. H. B.A. Dartmouth College, 1913; student assistant, Dartmouth College Library, 1910-13.
- Greene, May. Albany, N. Y. B.A. Wellesley College, 1910.
- Hallsted, Sarah. Waterloo, N. Y. William Smith College, 1909-10; B.A. Mount Holyoke College, 1913; student assistant, Mount Holyoke College Library, 1912-13.
- Hartmann, Astrid. Trondhjem, Norway. Eksamen artium, Trondhjems Kathedralskole, 1904; assistant, Trondhjems Folkebibliotek, August 1905-October 1912; acting librarian, November 1912-September 1913.
- James, Helen Craig. Albany, N. Y. B.A. Vassar College, 1912.
- Lamb, Clara Louise. Charlotte, Mich. Wellesley College, 1900-1; B.A. University of Michigan, 1904; student assistant, Cleveland Public Library, April-September 1913.
- Lawson, Mildred Helen. Troy, N. Y. Pd.B. New York State Normal College, 1907; B.A. 1912.
- McCollough, Ruth Dorothy. Franklin, Ind. B.A. Franklin College, 1913.
- McMillen, James Adelbert. Pickering, Mo. B.A. University of Missouri, 1913; assistant and librarian, Maryville (Mo.) Public Library 1906-9; assistant, University of Missouri Library, 1910-13.
- Martin, Mamie Ruth. Williamsport, Ind. B.L. Ohio Wesleyan University, 1910; Indiana Public Library Commission Summer School for Librarians, 1912; assistant and librarian, Clinton (Ind.) Public Library, 1911-13.

- Norton, Margaret Cross. Rockford, Ill. Rockford College, 1909-12; Ph.B. University of Chicago, 1913.
- Scearce, Helen Adylia. Mooresville, Ind. B.A. De Pauw University, 1912; apprentice, Indiana State Library, October 1912-August 1913.
- Seip, Karen. Furu in Slagen, pr. Tönsberg, Norway. Eksamen artium Hambros Skole, Bergen, 1909; University of Kristiania, September 1910-December 1912.
- Sharpe, Margaret. Greenwich, N. Y. B.A. Middlebury College, 1913.
- Sherrard, Mary Campbell. Chambersburg, Pa. B.A. Wilson College, 1900.
- Smith, Alfhild Aagot. Trondhjem, Norway. Eksamen artium, Trondhjems Katedralskole, 1905; assistant, Trondhjems Folkebibliotek, October 1912-July 1913.
- Spicer, Inez. Columbia, Mo. B.S. Christian College, Columbia, Mo. 1901; B.S. in Education, University of Missouri, 1909; student assistant, University of Missouri Library, 1908-9, periodical assistant, February 1910-August 1911, assistant cataloger, September 1911-September 1913.
- Thompson, Ruth Elizabeth. Denver, Col. New Hampshire State College, 1908-9; B.A. University of Denver, 1912; assistant, Denver Public Library, June 1912-date.
- Ver Nooy, Winifred. Chicago, Ill. Ph.B. University of Chicago, 1912; apprentice, University of Chicago Library, October 1912-September 1913.
- Wallace, Ruth. Franklin, Ind. B.A. Franklin College, 1899; Indiana Public Library Commission Summer School for Librarians, 1912; assistant librarian and cataloger, Franklin Public Library, September 1912-September 1913.
- Winship, Vera Louise. Milroy, Ind. Western College, Oxford, O. 1908-9; B.A. De Pauw University, 1912; apprentice, Indiana State Library, October 1912-July 1913.

Staff instruction and special students. Seven members of the staff of the New York State Library, including five not regularly eligible for admission to the regular school, attended one or two courses each in the school. This privilege is granted because of the increased value to the State Library of staff members so trained. The subjects taken were: bookbinding, junior cataloging, children's work, government documents, junior classification, subject headings. These students are not counted in the general statistics. In addition, 8 other members of the staff were regularly matriculated for a considerable part of the work. These are included in the regular list of students.

Miss Jessie E. Dorrance of the New York State Department of Efficiency and Economy completed the course in junior reference work. Miss Dorrance was admitted to this work at the express request of the chief of her department.

Degrees. During the year ending September 30, 1914, the degree of bachelor of library science was granted to the following nine graduates:

Alice Maria Dougan of the class of 1912, Edith M. Clement of the class of 1913, Mabel Clark, Mary Louise Erskine, Florence Lillian Ingalls, Alice Louise Jewett, Rollin Alger Sawyer, jr, Rebecca Schneider and Lucretia Vaile of the class of 1914.

The total number of degrees conferred by the school up to October 1, 1914, is: bachelor of library science, 185; master of library science, 5.

NOTES ON THE CURRICULUM

The more important changes in the various courses as well as some general notes of interest on them are noted below.

Administration. Some of the lectures which would formerly have been included under this head are noted under the library extension course (page 14). A rough classification of the more important lectures is as follows (see pages 7-9 for specific subjects):

General

Dr Herbert Putnam (2)

Mr William R. Watson (6)

College and university libraries

Mr Andrew Keogh (2)

Mr James I. Wyer (3)

Public libraries

Mr Hiller C. Wellman (2)

Mr Arthur E. Bostwick (1)

Miss Mary E. Ahern (1)

Miss Mary L. Davis (1)

Cataloging. Miss Jennie D. Fellows, who had been in charge of the elementary cataloging in 1912-13, became chief classifier of the New York State Library. The course was given in 1913-14 by Miss Jean Hawkins. As was anticipated, the class work collection which has been formed in the past three years has proved of great service in lessening the amount of detailed revision previously necessary and in insuring proper attention being given to points worthy of special consideration. The stenciled directions prepared by Miss Fellows have been printed, in revised form, as a bulletin. In this form they will doubtless be an even greater aid in the work of the course.

Library buildings. The advanced course in library buildings

was again omitted. It will be resumed in 1914-15 under the direction of Mr William R. Watson.

Library work with children. The course was given this year by Miss Clara W. Hunt and was open only to students of the regular school. A number of juvenile books suggested by Miss Hunt were added to the school collection of typical books for children. A lecture on "Illustrators of Children's Books" by Charles R. Rush ('08) of the St Joseph, Mo., Public Library admirably supplemented Miss Hunt's lecture.

Library extension. An elective (senior) course dealing with the principles and problems of library organization and extension was given for the first time. Mr William R. Watson, aided by Miss Grace L. Betteridge, head of the study clubs and traveling libraries section, was in charge. Seminar conferences were supplemented by actual work in the routine work of the Educational Extension Division. Some library visiting and inspection were also done by those taking the course. In addition to the prescribed work, five of those taking the course spent their month of practice work in organizing several of the smaller libraries of the State (see page 157).

Printing. The work of this course was very materially aided by a public exhibition of the various processes of book making and illustration. The nucleus of the exhibition was a collection of mounted photographs and other illustrative material lent by Charles Scribner's Sons which illustrated the various stages through which a book passes from its appearance as manuscript to its sale as a finished book. The collection of mounted material which is being formed as an adjunct to the course was considerably increased during the year.

Selection of books. A number of changes were made in the senior course in charge of Miss Mary E. Eastwood. The lectures on editions, series, translations and other special features were retained but more problems based on actual library practice were added. Studies of modern dramatists, novelists and poets were substituted for the older discussions of fixed groups of books and special attention was given to the problems involved in the selection of fiction. Emphasis was placed on practice in book reviewing and annotation for special purposes. Through practical problems the class gained an acquaintance with a large number of the publications of the year and with the tendencies of current book production. The junior course under Mr Charles F. Porter was conducted in general accordance with the plan of the previous year.

Annual library visit. The usual New England route was taken in the annual library visit, March 31–April 7. The only variations from the preceding New England trip (1912) were the omission of the Simmons College Library School and the Boston Athenaeum from the schedule. The former was closed for vacation, and the latter was practically dismantled for repairs. Many libraries not listed in the regular schedule were visited voluntarily by students during the trip and during the month of practice work which preceded it.

Mr and Mrs Robert K. Shaw; the staff of the Medford Public Library, the Essex Institute of Salem, Mass.; Mr Gardner M. Jones of the Salem Public Library and Dr H. L. Koopman and the staff of Brown University Library deserve special mention for particular attentions shown the party.

Practice work. The practice work was varied in character, including service in the reading rooms and other sections of the State Library and cataloging and other work for the Educational Extension Division. The reorganization of the library of the New York State College for Teachers was continued and the Y. M. A. and Pruyn libraries of Albany again furnished practice in loan desk work and other activities of active public libraries.

The practice in outside libraries was very successful. A careful analysis of the few cases in which dissatisfaction was expressed by the students showed that the trouble usually lay either in failure to adapt themselves to conditions or to make use of the opportunities offered. This criticism thus showed the desirability of more rather than less practice in these cases. In practically every case the libraries took particular pains to give variety to the work offered and in nearly every instance the general professional attitude of the students was warmly commended.

Five libraries in the State were reorganized by members of the senior class: Houghton Seminary; Mynderse Library, Seneca Falls; Potsdam Public Library; Russell Public Library; and the Wood Library Association, Canandaigua. This was an increase of three over the libraries so organized in 1913. The work was again under the direct charge of the Educational Extension Division.

Student practice was given by the following libraries:

Public libraries

Brookline (Mass.) Public Library; Brooklyn Public Library; Buffalo Public Library; Chicago Public Library; Forbes Library.

Northampton, Mass.; Houghton (N. Y.) Seminary Free Library, Mynderse Library, Seneca Falls, N. Y.; New York Public Library; Potsdam (N. Y.) Public Library; Rochester Public Library; Russell (N. Y.) Public Library; Somerville (Mass.) Public Library; Springfield (Mass.) City Library Association; Utica Public Library; Wilmington (Del.) Institute Free Library; Wood Library Association, Canandaigua, N. Y.; Worcester (Mass.) Public Library.

College and university libraries

Bryn Mawr College; Columbia University; Smith College.

Original bibliographies and community studies. Several of the bibliographies presented this year were prepared on request of State departments and bureaus. The State Library, within the limits prescribed for its growth, is rapidly becoming a better working collection for the bibliographer as well as for the special student.

The bibliographies submitted were as follows:

Clark, Mabel. Ellen H. Richards.

Prepared by request of Miss Isabel Ely Lord, director of household science and art department, Pratt Institute, Brooklyn, N. Y.

Clement, Edith M. Select list of books on business subjects.

Portions of this list, selected by Mr. Bartholomew, inspector of commercial schools have been published by the School Libraries Division as the commercial subjects section of its "Annotated Book List for Secondary School Libraries."

Erskine, Mary L. Vegetable gardening.

Ingalls, Florence L. Select list of books on architecture, painting and sculpture in America.

Prepared at the suggestion of the Educational Extension Division.

Jewett, Alice L. Historical material in New York State documents.

Prepared at the request of the History Division of The University of the State of New York.

Sawyer, R. Alger, Jr. Novels relating to the American revolution; a selected list.

Schneider, Rebecca. Jewish life in American and English fiction; a reading list.

Vaile, Lucretia. The Battle of Plattsburg.

A selected portion of this list is included in the "Centenary of the Battle of Plattsburgh" (Albany, 1914).

A "Library and community" study of Albany was presented by P. F. Vilhelm Slomann.

SUMMER SESSION

The plan adopted in 1910 of dividing the summer session into two parts of three weeks each was repeated this year. The result was the attendance of several who would probably not have attended the entire six weeks. Rather extensive circularizing failed to reveal any widespread desire for courses in subjects other than those ordinarily given. The relative size of the classes at the two sessions seems to show that the workers in small libraries still feel more keenly the need of instruction in cataloging and classification, that is, the organization of a library, than in those subjects which deal more directly with the use of books.

While the advantage of courses so short that no one will find them too long to attend is apparent, at the same time it must be remembered that these short courses require unusual expenditure of energy and time on the part of a few of the regular faculty who bear the brunt of the work of the regular course and who, for part of the time, are obliged to carry double programs. The necessary compression of the subjects also, gives rise to crowded and hurried work which is not always of the best quality because produced under pressure.

A summary of the courses with the number of lectures in each subject follows:

<i>First course</i>		LECTURES
Bibliography	Mr Biscoe and Mr Walter	12
Government documents	Mr Wyer	9
Reference	Mr Walter	11
		<hr/>
		32
<i>Second course</i>		
Book numbers	Miss Hawkins	1
Cataloging	Miss Fellows	18
Classification	Miss Hawkins	8
Subject headings	Miss Hawkins	7
		<hr/>
		34

The courses were attended by 27 students, 20 of them coming from New York, 2 from Pennsylvania and 1 each from Massachusetts, Michigan, North Carolina, Tennessee and Russia. Three hundred forty-seven different students have attended the 15 different summer sessions, 12 of them having attended more than one session.

Four students took only the first course; 9 only the second course and 12 remained for both courses. Two members of the staff of the Educational Extension Division did partial work. Certificates for one or both courses were granted on examination to 23 students. A list of those in attendance follows:

Both courses

Ambler, Eva R. Librarian (elect) Keuka College Library, Keuka Park, N. Y.
 Cummings, Margaret C. Assistant, Hunter College Library, New York, N. Y.
 Dancy, Caroline F. Assistant in charge of school work, Cossitt Library, Memphis, Tenn.
 Hall, Florence S. Librarian, Darwin R. Barker Library, Fredonia, N. Y.
 Hayford, Samuel. Librarian (elect) Central Y. M. C. A., Albany, N. Y.
 Krafft, Gertrude. Librarian, Colton (N. Y.) Public Library
 Merritt, Clara S. Substitute librarian, Port Chester and Rye (N. Y.) Public Libraries
 Possons, Amy H. Assistant librarian, Heermance Memorial Library, Cossackie, N. Y.
 Sutcliffe, Mollie. Librarian, Cherry Valley (N. Y.) Public Library
 Turnbull, Ada I. Assistant (elect) Schenectady (N. Y.) Public Library
 Wagner, Beatrice. Librarian, Weller Library, Mohawk, N. Y.
 Wainwright, Belinda E. Custodian of reading room, West Quincy, Mass.

First course only

¹ Dawson, Lena R. Assistant, Educational Extension Division, University of the State of New York
 Hedges, Ettie C. Librarian, East Hampton (N. Y.) Free Library
 Martin, Winona C. Librarian, Rockville Center (N. Y.) Public Library
 Sears, Eliza B. Librarian, Buffalo (N. Y.) Seminary
 Turner, Louise G. Assistant, circulation department, Detroit (Mich.) Public Library

Second course only

Clark, Genevieve. Librarian, Hudson Falls (N. Y.) Free Library
 Coleman, Henriette. Librarian, Goshen (N. Y.) Library and Historical Society
 Egbert, Mabel. Cataloger, Carnegie Free Library, Braddock, Pa.
 Forrester, Elsie R. In charge, circulation department, Carnegie Free Library, Braddock, Pa.
 Hamburger, Mrs L. Haffkin. Secretary and lecturer, library courses, Shaniawsky University, Moscow, Russia
¹ Holland, Elva P. Assistant, Educational Extension Division, University of the State of New York
 Loring, Nano G. Assistant librarian, Coburn Free Library, Owego, N. Y.
 Siggelkow, Alice M. Librarian, Mount Kisco (N. Y.) Public Library
 Vaughn, N. Agnes. Librarian, High School, Hudson Falls, N. Y.
 Williamson, Mrs Charlotte M. Librarian, North Carolina College of Agriculture and Mechanic Arts, West Raleigh

¹ Partial work only.

District superintendents institute. For several years the school has been attempting to impress upon its students the growing importance of school libraries. Several circumstances have prevented the giving of any extensive course on the subject but it has been presented from many different angles and an attempt made to get in closer touch with teachers. One of the faculty has been associated for several years with the library section of the New York State Teachers Association and the library institutes conducted by the New York Library Association, to which teachers and school librarians are coming each year in increasing numbers, have furnished another opportunity of getting in touch with actual school needs. The School Libraries Division has heartily cooperated in all this work and this year joined with the Library School in conducting a library institute open only to district superintendents of schools. These superintendents are in charge of all the public schools of the State, exclusive of cities or villages of 5000 or more population. The program of the institute was devoted entirely to subjects directly related to the work of small schools with very limited time and even more limited library facilities.

In view of the quite voluntary character of the meeting, the attendance was unexpectedly large. Thirty-one superintendents attended one or more sessions and the active part they took in the discussions showed their genuine interest. The meeting was mutually helpful. The superintendents learned in detail the library aids furnished by the State, while the librarians learned at first hand the real conditions under which small school libraries must be conducted. Of no small significance was the hearty cooperation of many different divisions of the Department. The Commissioner of Education expressed his hearty approval, the Assistant Commissioner in charge of elementary education, though absent at the time of the institute, sent a personal representative to indicate his interest and the four library divisions, and the Inspections and Vocational Schools Divisions were represented on the program.

An important feature was an exhibit, classified by grades, of several hundred books suitable for the first eight school grades. The practical character of this exhibit was shown by the fact that a number of those in attendance used it as a partial basis for books to be recommended for purchase during the coming school year.

An outline of the program follows:

Monday, July 6. School Libraries, Dr Sherman Williams, Chief, School Libraries Division; The Essential Organization of a Library, Frank K. Walter, Vice Director, New York State Library School

Tuesday, July 7. The School Library in Agricultural Education, Mr Layton S. Hawkins, specialist in agriculture, Vocational Schools Division; Traveling Libraries, Miss Grace L. Betteridge, head, traveling libraries section, Educational Extension Division; The New York State Library and Its Purpose, Mr James I Wyer, Jr, Director, New York State Library; The Catalog of the School Library: Its Use and Its Limitations, Mr Frank K. Walter

Wednesday, July 8. Some Essentials of Cataloging, Miss Jennie D. Fellows, chief classifier, New York State Library; Desirable Editions for School Libraries, Mr Frank K. Walter; Some Essentials of Reference Work, Mr Frank K. Walter; Selection of Historical Material for Schools, Mr Avery W. Skinner, Inspector, University of the State of New York

Thursday, July 9. What the School Should Expect from the Public Library, Miss Caroline Webster, library organizer; Some Essentials in Cataloging, Miss Jennie D. Fellows; The State Library and Its Reference Work with Schools, Mr Frank L. Tolman, reference librarian, New York State Library; Classification of School Libraries, Mr Frank K. Walter

Friday, July 10. What Is Education and Who Are Educated People? Dr Sherman Williams; The Educational Extension Division and Its Relation to the Schools, Mr William R. Watson, Chief, Educational Extension Division

THE ALUMNI

The demand for students trained in the school continues to exceed the supply. The positions filled by them show rather generally a substantial increase in average salary as compared with the average of a few years ago. During the year, 115 positions (including important promotions) have come to the notice of the school. The total number (excluding some brief unrecorded temporary positions) to October 1, 1914 is 2226. Of these, 827 have been in New York State, the others being in 37 other states and 7 foreign countries.

Positions filled October 1, 1913–September 30, 1914

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
1891 Dexter, Lydia A.	Cataloger	Library of the natural history department, University of Illinois
1894 Hawes, Clara S.	Cataloger	Missionary Research Library, New York City
1895 Stanley, Harriet H.	Librarian	New Hampshire College of Agriculture and Mechanic Arts, Durham
1897 Hopkins, Julia A.	Principal of training classes	Brooklyn Public Library
1898 Imhoff, Ono M.	Librarian	International Health Commission Washington, D. C.
Skinner, Marie A.	Librarian	Oradel (N. J.) Public Library
1900 Knight, Marion A.	Editor	H. W. Wilson Company, White Plains, N. Y.
1903 Bacon, Corinne	In charge of Standard Catalog Series	H. W. Wilson Company, White Plains, N. Y.
Brown, Zaidee	Librarian	Long Beach (Cal.) Public Library
Hazeltine, Alice I.	Supervisor of branches	Buffalo Public Library
Katz, Louise W.	Catalog reviser	University of Minnesota Library, Minneapolis
1904 Hyde, Mary E.	Instructor in library science ..	Simmons College, Boston
Pearson, Edmund L.	Editor of publications	New York Public Library
Whitbeck, Mrs Alice G.	Librarian	Contra Costa County Free Library, Martinez, Cal.
1905 Mitchell, S. Louise	Librarian	Ryerson Library, Art Institute of Chicago
Vogleson, Helen E.	Supervisor, county extension department	Santa Barbara, Cal.
1907 Merritt, Louise F.	Librarian	Wead Library, Malone, N. Y.
Ward, Ruth L.	Librarian	Central High School Library, Newark, N. J.
1908 Hulburt, Annabel A.	Head cataloger	Toledo (O.) Public Library
Hulburt, Annabel A.	Head cataloger	Syracuse University Library
White, Mabel G.	Assistant to sup't of school libraries	Board of education of the city of New York
1909 Culver, Essae M.	Assistant	California State Library, Sacramento
Milam, Carl H.	Librarian	Birmingham (Ala.) Public Library
Eno, Sara W.	In charge reference and circulation dep'ts	Bryn Mawr College Library
1910 Firmin, Kate M.	Head cataloger	Seattle Public Library
Kaiser, John B.	Librarian	Tacoma (Wash.) Public Library
Long, Harriet C.	Librarian	Kern County Free Library, Bakersfield, Cal.
Lytle, Mary	Assistant librarian	Tacoma (Wash.) Public Library
Swartwout, Jessamine E.	Cataloger	University of Chicago Library
1911 Eliot, Ruth F.	Assistant to chief of book selection and study club dep't	Wisconsin Free Library Commission, Madison
Scranton, Henriette I.	Librarian	Lake Erie College, Painesville, O.
1912 Carnegie, Elza K.	Librarian, Wylie Avenue branch	Carnegie Library, Pittsburgh
Hamilton, William J.	First assistant, shelf dep't.	New York Public Library
Miller, Emily V. D.	Reference librarian	Birmingham (Ala.) Public Library
Potter, Mrs Frederick W.	Head cataloger	Oakland (Cal.) Public Library
Rice, Paul N.	Reference assistant	New York Public Library
Smith, Victor A. G.	Librarian, Grünerløkken branch	Deichmanske Bibliotek, Kristiania, Norway
1913 Berry, Ethel I.	Assistant, Walker branch	Minneapolis Public Library
Berry, Ethel I.	In charge of factory and business stations	Minneapolis Public Library

Positions filed October 1, 1913-September 30, 1914 — Continued

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
1913		
Bliss, Leslie E.....	Assistant, legislative reference section	New York State Library
Charlton, D. Ruby.....	Assistant librarian.....	Iowa State Teachers College, Cedar Falls
Dice, J. Howard.....	Assistant, reference dep't....	Ohio State University Library, Columbus
Dye, Eleanor M.....	Children's librarian.....	Sandusky (O.) Public Library
Edwards, Eleanor M.....	Cataloger.....	Silas Bronson Library, Waterbury, Conn.
Graves, Charles E.....	Exchange assistant.....	University of Illinois Library, Urbana
Graves, Eva W.....	Branch assistant.....	Seattle Public Library
Lassen, Harald H.....	Librarian.....	Biblioteket for Vejle, By og Amt, Vejle, Denmark
Lewis, Willard P.....	Librarian.....	Baylor University Library, Waco, Tex.
MacNair, Rebecca S.....	First assistant.....	Kern County Free Library, Bakersfield, Cal.
Parsons, Mary P.....	Reference assistant.....	New York Public Library
Peters, Louise M.....	First assistant cataloger.....	University of Missouri Library, Columbia
Sanborn, Henry N.....	Secretary.....	Indiana Public Library Commission, Indianapolis
Thompson, Elizabeth H.....	Assistant.....	New York State Library
Walkley, Raymond L.....	Assistant to librarian.....	Minneapolis Public Library
Wheeler, Harold L.....	First assistant, Hamilton Fish Park branch	New York Public Library
Wheeler, Harold L.....	Librarian, Hamilton Fish Park branch	New York Public Library
1914		
Burnham, Adele.....	Assistant.....	Superior (Wis.) Public Library
Christiansen, Bolette L.....	Branch assistant.....	New York Public Library
Christiansen, Bolette L.....	Assistant.....	Det kongelige norske Frederiks Universitet, Norway
Cowley, Amy.....	Librarian.....	Hutchinson (Kan.) Public Library
Dick, Margaret S.....	Branch assistant.....	Detroit Public Library
Dick, Margaret S.....	Assistant.....	Kansas State Normal College Library, Emporia
Erskine, Mary L.....	Librarian.....	Wilson College Library, Chambersburg, Pa.
Ingalls, Florence L.....	Assistant librarian.....	Haverford (Pa.) College Library
Kostomlatsky, Zulema.....	Chief, circulation dep't.....	Seattle Public Library
Lowry, Elizabeth.....	Reference assistant.....	University of California Library, Berkeley
Rothrock, Mary U.....	Reader's assistant.....	Cossitt Library, Memphis, Tenn.
Sawyer, R. Alger, jr.....	Assistant, law library.....	New York State Library
Schaanning, Maja.....	Librarian.....	Kristiansands Folkebibliotek, Norway
Scripture, Bessie B.....	Reference assistant.....	Columbia University Library, New York City
Scripture, Bessie B.....	Reference librarian.....	Minneapolis Public Library
Thomas, Arthur N.....	Reading room assistant.....	Library of Congress, Washington
Vaile, Lucretia.....	Assistant reference librarian..	Denver Public Library
1915		
Allison, Gladys B.....	Assistant, order and accession dep't	University of Texas Library, Austin
Broomell, Ellyn C.....	Junior assistant, Lewis Institute branch	Chicago Public Library
Davis, Elizabeth L.....	Assistant.....	Mount Holyoke College Library, South Hadley, Mass.
Furbeck, Mary E.....	Cataloger.....	Forbes Library, Northampton, Mass.
Hartmann, Astrid.....	Librarian.....	Trondhjems Folkebibliotek, Norway
Lamb, C. Louise.....	Librarian, Branch B.....	Minneapolis Public Library
Martin, Mamie R.....	Librarian, High school branch.....	Gary (Ind.) Public Library
Scarce, Helen A.....	Assistant.....	Purdue University Library, Lafayette, Ind.
Seip, Karen.....	Assistant.....	Bergens Offentlige Bibliotek, Norway
Sharpe, Margaret.....	Assistant.....	Wesleyan University Library, Middletown, Conn.
Smith, Alfhild A.....	Assistant.....	Trondhjems Folkebibliotek, Norway
Wallace, Ruth.....	Head cataloger.....	Evansville (Ind.) Public Library
Winship, Vera L.....	Assistant, catalog and reference dep'ts	Cincinnati Public Library

Temporary positions reported, October 1, 1913–September 30, 1914

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (UNLESS IMPLIED)
1893		
Robbins, Mary E.....	Examiner of library schools for A. L. A. committee on professional training	American Library Association
1894		
Robbins, Mary E.....	Instructor.....	Riverside (Cal.) Public Library
Bullock, Edna D.....	Organizer.....	Western Theological Seminary Library, Pittsburgh
1895		
Stanley, Harriet H.....	Instructor.....	McGill University Library Summer School, Montreal
1901		
Phelps, Anna R.....	Organizer.....	Mount Kisco (N. Y.) Public Library
Phelps, Anna R.....	Assistant.....	Utica (N. Y.) Public Library
Vought, Sabra W.....	Instructor.....	University of Utah Library Summer School, Salt Lake City
Vought, Sabra W.....	Instructor.....	Chautauqua (N. Y.) Summer Library School
1906		
Judson, Katharine B.....	Assistant.....	Newark (N. J.) Public Library
1908		
Kimball, Florence B.....	Cataloger.....	Providence Athenaeum Library
1909		
Searcy, Katherine A.....	Assistant.....	Illinois Library Extension Commission, Springfield
1912		
Hill, Grace.....	Instructor, summer library course	Riverside (Cal.) Public Library
Holmes, Florence I.....	Organizer.....	Cordelia A. Greene Library, Castile, N. Y.
Holmes, Florence I.....	Assistant.....	Middlebury (Vt.) College Library
Hamilton, William J.....	Summer assistant.....	Minneapolis Public Library
Richardson, Mary C.....	Summer assistant.....	Minneapolis Public Library
1913		
Dice, J. Howard.....	Substitute assistant, Mount Washington branch	Carnegie Library, Pittsburgh
Walkley, Raymond L.....	Bibliographic assistant.....	U. S. Bureau of Education Library, Washington
1914		
Bowles, Verne.....	Assistant, order section.....	New York State Library
Rothrock, Mary U.....	Assistant, book selection section	New York State Library
Slomann, P. P. Vilhelm.....	Assistant.....	John Crerar Library, Chicago
Wilcox, Ruth S.....	Branch assistant.....	New York Public Library
1915		
Byrne, Paul R.....	Summer assistant.....	Buffalo Public Library
Calkins, Ruth H.....	Summer assistant, Tompkins Square branch	New York Public Library
Durkee, Florence E.....	Assistant.....	Galva (Ill.) Public Library
Durkee, Florence E.....	Assistant.....	John Crerar Library, Chicago
Lawson, Mildred H.....	Organizer, Sabbath school library	Temple Beth Emeth, Albany
McMillen, James A.....	Cataloger.....	New York Public Library
Spicer, Inez.....	Summer assistant.....	University of Missouri Library, Columbia
Ver Nooy, Winifred.....	Summer assistant.....	University of Chicago Library

New York State Library School Association. At a meeting held at the Home Club, May 26, 1914, during the Washington conference of the American Library Association, the following officers were elected for 1914-15:

President, Everett R. Perry '03, librarian, Los Angeles, Cal.,
Public Library

First Vice President, Charles E. Rush '08, librarian, St Joseph, Mo.

Second Vice President, Alice N. Hays '03, classifier, Leland Stanford Junior University, Cal.

Secretary-treasurer, Harriet Rosa Peck '04, librarian, Rensselaer Polytechnic Institute, Troy, N. Y.

Executive committee, Joseph L. Wheeler '09; Isabella K. Rhodes '10; Josephine Taber '03

Member of advisory board, 1914-17, Caroline M. Underhill '89

In view of the difficulty of assembling in any one place all the former students present at the conference, the usual annual dinner was omitted, its place being taken by a reception at the Home Club given by former students resident in the District of Columbia.

An alumni event of considerable interest was the celebration on April 1, 1914 of the completion of 25 years of continuous service in the New York State Library of Misses Ada Alice Jones and Florence Woodworth and Mr Walter S. Biscoe. Nineteen classes of the school were represented and the New York State Library School Association presented a beautiful memorial to each of the three honored by the celebration. A more extended account of this quarter-century is in the *Library Journal* for May 1914.

The different classes of the school as well as individual former students continue to show their interest by their gifts to the school. During the past school year the following have been received:
From the New York State Library School Association:

\$50 for entertainment purposes

From the class of 1893:

Bas-reliefs of Orpheus, Eurydice and Hermes, and Nike untying Sandals

From the class of 1909:

Framed portrait of Dr Herbert Putnam, Librarian of Congress

From the class of 1913:

Four pewter candlesticks with candle holders, metal cuirasses, silk shades and protectors

From Mary L. Jones '92:

Framed portrait of Harriet E. Green, instructor in the New York State Library School, 1888-93

From Mary L. Sutliff '93:

An excellent collection of several hundred bookplates and bookplate literature

The influence of the alumni (not as an organization but as individual librarians of recognized merit) is illustrated by an examination of the 1914 handbook of the American Library Association. Three hundred sixteen of the 2905 members of the association are former students of the school. These include 16 of the 96 life members and the following present and past officers: 2 ex-presidents, 2 secretaries, 2 recorders, 1 registrar, 4 treasurers, 13 members of the present council and 20 members of the 1914-15 committees.

Necrology. The deaths of three former students have been reported during the year. The death of one during the previous year has also not been recorded. Annie Eliza Hutchins, a member of the class of '88 and a cataloger with experience in several prominent libraries, died December 15, 1912.

Mary Abby Richardson, who attended the school January-June, 1888, died December 8, 1913. Miss Richardson, in addition to temporary service in various libraries, was librarian of Atlanta University, 1889-91, and of the New London (Conn.) Public Library, 1891-1901. For the last seven years of her life she was a member of the staff of the Wesleyan University Library.

Katharine Lucinda Sharp '92, founder and for 14 years head of the University of Illinois Library School, died June 1, 1914 as the result of an accident. Appreciations of Miss Sharp and her work are given in the *Library Journal*, July 1914, pages 564-65, and *Public Libraries*, July 1914, pages 287-88.

Marguerite Waldron Bonnett '04, for a number of years an assistant in the reference department of the Carnegie Library of Pittsburgh, died February 28, 1914.

NOTES AND COMMENTS

Gifts. In addition to the alumni gifts noted on pages 24-25, considerable other material has been given to the school during the past year. Perhaps the most important single gift came from Mrs L. Haffkin-Hamburger of the Shaniawsky University, Moscow, Russia. This included 17 of her own publications on library economy and a collection of more than forty lantern slides showing exteriors and interiors of Russian libraries. This collection is accompanied by a manuscript article on libraries and the library movement in Russia. By request of the donor, these are available, as loans, to other library schools who may desire to use them as adjuncts to their courses in the history of libraries.

A number of books have been given to the school's collection of juvenile literature. Among the donors have been the Mount Kisco Public Library, Miss Caroline M. Hewins, E. L. Clapp and L. O. Wiswell. A considerable number of commercial houses have also contributed material which has been added to the library museum as useful illustrative material.

Library meetings. A number of students attended the library institute of the Albany district, held at Albany May 8th. Eighteen of the students were excused from class work to attend the meeting of the American Library Association in Washington, May 25-29. This is the third consecutive year that the meeting of the association has been at a place and time which have made attendance possible.

Exhibitions. Many of the students acted as attendants at the "Making of a book" exhibit held in one of the schoolrooms, April 29-May 9, 1914. It is hoped that further cooperation with the State Library in the matter of public exhibits may be brought about during the coming year. The school has contributed material to a number of "school and library" exhibits during the past year, notably at the meetings of the American Library Association, the National Education Association, the New York State Teachers Association and the Book Arts Exposition at Leipzig. The "traveling exhibit" for educational meetings first prepared by the New York State Teachers Association and the Library School for the Albany meeting of the association in 1911 and now the property of the association, has met with much favor. At least one other library school has followed with a similar exhibit which has been considerably used. The United States Bureau of Education also prepared a similar but more extensive exhibit for the 1914 meeting

of the American Library Association. This, like its predecessors, is to be lent to educational associations throughout the country.

Publications. Excluding purely administrative blanks and forms, the following school publications have been issued during the year:

Lecture outlines and problems, 3. (Library School Bulletin 34).

114p. 1912.

Revised and rewritten edition of Library School Bulletins 12 and 20.

27th Annual Report of the New York State Library School, 1913.

(Library School Bulletin 35). 37p. 1914.

New York State Library School: Summer session, 1914. 4p. 1914.

New York State Library School: Circular of Information, 1914-

15. 33p. 1914.

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